

Parks and Recreation Assistant

Department: Parks and Recreation **Location:** Town of White Pine

Brief Description: The Parks and Recreation Assistant is a self-motivated and dedicated individual responsible for the comprehensive maintenance and operational support of the Town of White Pine's parks, athletic fields, memorials, and community facilities. This role involves a diverse range of tasks aimed at ensuring the safety, cleanliness, and optimal functionality of all recreational areas and buildings for public use and scheduled events. The successful candidate will contribute to the efficient operation of athletic tournaments and programs for both youth and adults and facilitate community engagement through facility scheduling.

Key Responsibilities:

- **Grounds Maintenance:**
 - Regularly mow and maintain athletic fields and park grounds.
 - Perform weed control along fence lines, ditches, and within park areas using appropriate tools and chemicals.
 - Conduct general upkeep and maintenance of all park areas, fields, and memorials.
- **Facility and Equipment Management:**
 - Ensure the safety and proper functioning of playground equipment through routine inspection and maintenance.
 - Monitor and perform daily calibrations for the Splash Pad to ensure operational readiness and safety standards.
 - Execute minor maintenance and repairs such as but not limited to painting, basic plumbing, equipment assembly, restrooms, and shelters.
 - Assist in identifying maintenance needs and reporting larger repair issues to appropriate personnel for timely resolution.
- **Program and Event Support:**
 - Collaborate with sports leagues and schools to develop and manage facility usage schedules for athletic events and practices.
 - Coordinate and schedule the use of the community center and pavilion for various public and private functions.
 - Interact professionally and effectively with the public, providing assistance and information as needed.

- **Operational Requirements:**

- Proficiently operate and maintain various equipment, including mowers, hand tools, and power tools.
- Demonstrate the ability to operate a motor vehicle safely and efficiently.
- Work effectively as a collaborative team member to achieve departmental goals.

Qualifications:

- Proven ability to work independently and manage daily tasks efficiently.
- Strong work ethic and attention to detail in maintaining public facilities.
- Excellent interpersonal skills with the ability to interact positively with colleagues and the public.
- Ability to understand and follow safety protocols related to equipment operation and chemical application.
- Experience in youth and adult athletics, a degree in a sport related field, and/or a high school diploma combined with a strong athletic background is preferred.

Physical Requirements & Work Environment:

- Ability to perform physically demanding tasks outdoors in various weather conditions.
- Capable of lifting, bending, stooping, and performing repetitive motions.
- Evening and weekend availability is required for special events and youth and adult athletic programs.
- Possession of a valid driver's license is required.