

## CITY OF CHARLEVOIX

**Title:** Skatepark Attendant

**FLSA:** Non-exempt  
**STATUS:** Seasonal Summer

**Department:** Recreation

**Reports To:** Skatepark Supervisor

**Date:** March 23, 2011

### **Position Purpose and Objectives**

Responsible for daily operation of the skate park, the condition of the skate park, and the safety of the skaters during park hours.

### **Scope and Environment**

Works under little to direct supervision of Skatepark Supervisor. Work schedule is based on weather (no pay for rain days) and varies throughout the summer season. Work is performed outdoors at the City's skate park on Carpenter Street.

### **Essential Job Functions**

- Assist in opening and closing park.
- Conduct safety inspections of work site to ensure safety of skaters.
- Perform light maintenance of park and building.
- Enforce skate park rules.
- Collect money and provide receipts for admission.
- Enforce admission maximum (number of skaters allowed on ramp at any one time).
- Maintain daily logs for park and equipment checks, injury, or incident.
- Informs supervisor/management of any incidents/problems immediately.

### **Knowledge, Skills and Abilities Required**

- Able and willing to work outside in all kinds of summer weather.
- Able to perform cash transactions and make change.
- Excellent public relations, customer service, and communication skills.
- Experience and patience working with people of all ages and abilities.
- Understanding of skate park area rules.
- Ability to work with little supervision.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to project a positive public image of the City of Charlevoix.

### **Required Certifications**

- 18 years old or older.
- High school graduate or equivalent.
- Valid driver license.
- Current Red Cross certification.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.