



POSITION DESCRIPTION

| | | | |
|-------------------------------|----------------------------|------------------------|------------------|
| Position: Downtown Parks Host | | Department: Recreation | |
| Reports to: Parks Supervisor | | FLSA Status: Exempt | |
| Location: Downtown Parks | Division: Community Center | Pay Grade: N/A | |
| Revised: 6/28/21 | Last Reviewed: | Union: N/A | Status: Seasonal |

GENERAL PURPOSE

Performs monitoring and hosting duties of the city park facilities to protect and preserve city assets, provides supervisory support to the Recreation Department, and assists in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED

Works under the general supervision of the Parks Supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for presenting a service oriented, positive and enthusiastic image of the Recreation Department.

Ensures that park visitors have an enjoyable experience at Auburn Hills parks.

Oversees facility rentals and assists with any needs they may have during their rental.

Upholds the Recreation Department values of diversity, equity, and inclusion.

Performs routine monitoring of city park use on weekends in vehicle and on foot.

Patrols city parks to prevent vandalism, driving in the park, theft, illegal parking/obstructing drives, weapons use and hunting.

Cautions violators of laws and regulations and notifies authorities if needed.

Provides information to the public regarding park use and park rules, safety requirements, points of interest, and city-sponsored recreational programs and events. Posts park reservations as required.

Monitor, report, and/or address all safety issues related to park grounds, facilities, and associated amenities.

Assists in maintaining standard of cleanliness and sanitation in city parks and facilities.

Assists in maintaining recreational areas in a clean and orderly condition.

May compile certain park use statistics, keep records, and prepare short reports of park activities.

Responsible for securing City facilities nightly and opening in morning.

Displays the values of attentive service, diversity, excellence, fiscal responsibility, humility, and safety.

Monitors park inventory of equipment (picnic tables, barbecue grills, benches...) and reports of any damaged or missing equipment.

Assists with city events during weekday evenings and/or on weekends.

Assists public with general use of all park facilities, answers questions, resolves concerns, and creates a welcoming environment.

PERIPHERAL DUTIES

Operates a city vehicle to monitor all city parks and patrol parks by foot.

Continuously communicates and promptly informs supervisor of any concerns.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment.
- (B) Ability to communicate with the public effectively verbally and in writing; ability to handle stressful situations in a calm manner
- (C) Must have valid State of Michigan driver's license

TOOLS AND EQUIPMENT USED

City vehicle (pick up truck), two-way radio, computer, calculator, camera

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, stoop, or bend; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters in an outdoor environment while performing the essential functions of this job. Employees will be exposed to various weather related conditions including but not limited to: wind, rain, snow, sun, cold, and other environment conditions including seasonal allergies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but will also include loud outdoor activities such as sporting events, concerts, etc.

WORK SCHEDULE

The work schedule for this position is at least one shift on Saturday and/or Sunday between the hours of 9:00 am – 9:00 pm, from May - October

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Approval: _____
Employee