



City of Ranson
Job Description

Job Title: Parks and Recreation Attendant

Pay Range: Grade 1-3

Position Summary:

The Parks and Recreation Attendant plays a vital role in supporting the day-to-day operations of parks, recreational facilities, and community programs. Responsibilities include maintaining clean and safe environments, assisting with various recreational activities, delivering exceptional customer service, and ensuring that all equipment and amenities are properly maintained and fully operational.

Essential Duties and Tasks:

- Monitor Park grounds and facilities to ensure cleanliness, safety, and proper usage by visitors.
- Set up, tear down, and clean up after recreational programs, events, and facility rentals.
- Perform light maintenance duties such as trash collection, restroom cleaning, raking, and minor repairs.
- Greeting visitors, answer questions, provide directions, and enforce facility rules and policies.
- Assist in organizing and supervising youth and adult recreational programs, sports leagues, and special events.
- Maintain accurate records of attendance, incidents, and equipment usage as required.
- Report safety hazards, damage, or maintenance needs to supervisors promptly.
- Operate light equipment or vehicles as needed.
- Provide support during emergencies and ensure first aid kits and emergency supplies are stocked.
- Perform other duties as assigned to support departmental goals.

Qualifications and Experience:

Strong communication and customer service skills, with the ability to perform light physical labor and work outdoors in a variety of weather conditions. Previous experience in recreation, parks, maintenance, or a customer service-related role is preferred. Candidates must be reliable, responsible, and capable of working independently as well as collaboratively within a team. A valid driver's license is required. CPR/First Aid certification is a plus or a willingness to obtain certification upon hire.

Work Schedule & Conditions:

Must be available to work evenings, weekends, and holidays as required. Outdoor and indoor environments may be exposed to weather conditions, loud noises, and physical labor.

This job description outlines the primary duties and responsibilities assigned by management. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Management reserves the right to modify, assign, or reassign duties and responsibilities at any time to meet evolving organizational needs.

Reporting Responsibility: Parks and Recreation Director

Review Responsibility: Parks and Recreation Director