

## **FOSS PARK DISTRICT**

**Title:** Park Ranger/Park Assistant

**Reports To:** Superintendent of Recreation

**(THIS IS AN IMRF QUALIFIED POSITION)**

### **GENERAL STATEMENT OF DUTIES:**

Responsible for patrolling the parks and facilities assuring Park District policies and procedures are being followed. Assuring proper documentation is present for rentals of Parks, Shelters, Fields, etc... Some instances; plans, organizes, implements and supervises the Park District programs at the parks for children in grades 1 – 8.

### **SUPERVISION RECEIVED:**

Works under the general supervision of Superintendent of Recreation.

### **DUTIES AND RESPONSIBILITIES:**

1. Includes basic paperwork, educating the public about natural areas and protecting the parks and visitors.
2. Shall regularly patrol the parks, beach, recreation building, and playground areas to insure safe and proper conditions. An inspection report shall be submitted to Superintendent of Recreation.
3. Maintains working knowledge of park district ordinances, rules, regulations, policies relating to care and usage of parks and facilities.
4. Performs other related duties as required or assigned by the Superintendent of Recreation.
5. May work in cooperation with Superintendent of Recreation in coordinating and implementing daily programs of games, special events, arts and crafts, stories, singing, etc. for children in grades 1 – 8.

### **HOURS:**

The park ranger is expected to work the minimum of 22 hours per week and will be considered on duty at all times or as scheduled by the Superintendent of Recreation.

### **Qualifications:**

Documents that establish both identity and employment eligibility are required.

### **Education:**

High school diploma or GED required.

**Licenses:** Valid Illinois Driver's License/For Roving Rangers

**Physical Requirements:** The ability to do prolonged sit, talk, walk and hear. The employee is required to use hands to handle, feel or operate objects or tools; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this by this job include close

vision, color vision and the ability to adjust focus. While performing duties of this job, the employee must be outside. The employee is exposed to wet and/or humid conditions, dust and heat. The noise level is moderately loud.

**CONDITIONS OF CONTINUED EMPLOYMENT**

- Must submit to a physical examination and drug test.
- A police background check is mandatory.