



**Contractual Employment Opportunity**

**Park Assistant ~ Piney Run Park**

**\$10.76 hourly salary**

**Contractual Positions ~ Available March 1, 2019 – November 30, 2019**

***Apply By: Tuesday, January 29, 2019 @ 5:00 p.m.***

***(Applications will be processed as they are received)***

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**GENERAL RESPONSIBILITIES** Collects admission fees and park services, provides park information, and assists in overseeing and controlling park recreational activities. Performs light maintenance and repair work to park facilities, buildings, and grounds.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Enforce park rules and regulations, patrol the park on a regular basis to prevent illegal entrance and vandalism, and to minimize chances of fire and safety violations
2. Perform receptionist duties at the gatehouse by issuing daily use permits, season passes, answering phones, greeting the public, cash handling, preparing end of day procedures, and other duties
3. Perform elementary maintenance and janitorial duties, i.e., cleaning comfort stations and trash pick-up, construction and repair duties on park structures and equipment
4. Provide customer service in the boathouse by renting boats and following all boating regulations, sell bait, tackle, ice cream and snacks, weigh fish, and other duties as assigned

**EDUCATION AND EXPERIENCE**

1. Park Assistants must be 18 years of age
2. High school diploma or general education diploma (GED)
3. Experience in dealing with the public, i.e., retail and food services; experience in elementary maintenance, janitorial, and repair work; or any equivalent combination of acceptable education and/or experience \*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Federal and State criminal history record check prior to employment

A Carroll County Government job application is required for these positions.

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 1/15/19  
(19-63)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.