



BISMARCK PARKS AND RECREATION DISTRICT GENERAL SIBLEY PARK AND CAMPGROUND

Office Attendant Position Announcement for the 2024 summer season

Position Description

About Us

The **vision** of the Bismarck Parks and Recreation District is to be the leader and premier provider of public parks, programs, facilities and leisure services.

Our **mission** is to work with the community to provide residents and visitors the highest quality park, program, facility and event experience.

Our **core values** accountability, collaboration, community, diversity, integrity, and professionalism.

EOE

Overview: Greet park visitors and disperse information about the park and other local attractions. Register campers, record campsite reservations and maintain daily records of revenue collected. Collect camping fees and receive camping reservations from visitors on the phone and in-person. Alert supervisor when visitors are not in compliance with park rules

Job Type: Seasonal

Starting Wage: \$14.75/Hour

Hours per week: 15-25 hours per week

Seasonal Period: May – October

To Apply: Application can be found at www.bisparks.org/jobs. For more information contact Martha Willand @ 701-595-0385 or mwilland@bisparks.org



Job Requirements

- Applicants must:
 - Be at least 18 years of age.
 - Pass a background check prior to being hired and before starting work.
 - Possess and maintain a valid driver's license.
 - Be reliable, responsible and conscientious.
 - Be capable of lifting and carrying objects up to 50 pounds alone or heavier amounts with the assistance of other employees.
 - Be capable of operating a phone, computer, cash register and other office equipment.
 - Be able to handle and account for money.
- The Park District provides T-shirts, caps and any safety gear that is required to complete assigned tasks. Employee will be expected to wear clean full-length pants that are not tattered or torn. Employee will also be expected to wear job appropriate footwear. Tennis shoes are not acceptable.
- Position requires flexible hours, and the ability to work evening, weekends and holiday shifts.

Essential Functions / Other Duties and Tasks

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

- Employee may be responsible for performing skilled assignments; all seasonal staff are expected to accept any assignments from Facility Specialist or Full-Time Maintenance employee.
- Employee is responsible for informing a supervisor of job related problems, damaged equipment, building damage, potential safety violations, and to keep the supervisor informed of current work assignment progress.
- Employee is responsible for safe and efficient operation of equipment, tools, and chemical handling.
- Employee is expected to be punctual and reliable in regard to assigned start times.
- Employee will assist individuals and groups as needed within the policies and procedures of the Bismarck Parks and Recreation District.
- Employee will represent the Bismarck Parks and Recreation District in a positive manner at all times.