

***Tassel Top Park - Park Manager  
Raymond Recreation Department  
Town of Raymond***

***Nature of work:***

Tassel Top Park Manager is a 40 hour per week Part-Time Seasonal position responsible for assisting the Recreation Director in managing all aspects of Tassel Top Park's 38 acres. As a Park Manager, you will be responsible for assisting in the supervision and management of the Assistant Park Manager and Park Attendants in the operation of beach, concessions, gate admission, and general grounds upkeep. The Park Manager will be directly reporting to the Recreation Director.

***Essential Duties and Responsibilities:***

- Daily admissions, membership, snack shack operations, and daily deposits.
- Help with water quality testing.
- Maintaining a safe environment for all patrons and staff.
- Opening and closing of the park.
- Helping coordinate closing procedures due to poor weather conditions.
- Enforcement of park rules.
- General cleaning of the park.
- Staff attendance, collecting time cards, and shift management.
- Securing the daily receipts when the park closes.
- Performs related work as may be required.

***Requirements of Work:***

Extensive knowledge of the goals and objectives of public recreation

Ability to plan, organize, direct and evaluate the activities and personnel involved at Tassel Top Park

Knowledge of park facilities and management

Ability to display good leadership and time management skills

Ability to establish and maintain effective working relationships with co-workers, staff personnel, program participants and the general public

Have a friendly and authoritative personality that encourages effective activity by staff and participants

Considerable knowledge of first aid methods, CPR and safety precautions used in recreation programming

Knowledge of park and facility maintenance

Ability to interpret effectively the policies of the department to employees and the public

Coordinate large numbers of volunteers and users

***Training and Experience Required:***

Progressive experience in recreation or leadership and/or supervisory capacity and have a high school diploma with any equivalent combination of experience and training.