

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	Seasonal Gatekeeper
DIRECT SUPERVISOR:	Maintenance Specialists (Park Specific)
PAY AND HOURS:	\$8/hour – 32-40 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	Collecting camping fees and providing information to park visitors is the primary task of the gatekeeper at each park.

DUTIES AND RESPONSIBILITIES:

- Camping fees – collect appropriate camping fees, write receipts, and do necessary paperwork required by the State Board of Accounts.
- Information – provide information about the park and park rules and regulations to campers and park visitors.
- Telephone – answer park telephone, take messages for staff, and provide information as needed. Refer calls to the park office when appropriate.
- Public relations – be courteous at all times with the public.
- Safety – report any conditions that might affect safety of public and/or staff. Report any unusual or suspicious behavior. Assist in warning campers of severe weather conditions approaching if needed.
- Lifeguard time sheets – take care of lifeguard time sheets. (Hawthorn Park only)
- Perform other tasks that might arise.
- Report to the foreman or assistant superintendent any problems that need attention. Fill out incident reports and give to foreman for delivery to office.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Must be proficient at making change and handling money.
- Ability to communicate with individuals of all ages.
- Ability to commonly confront individuals not complying with park rules.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must pass drug test.
- Willingness to learn procedures and work when needed.
- Must have telephone or other means to be contacted should emergencies arise.

PERSONAL CHARACTERISTICS:

- Ability to work without close supervision
- Dependable
- Truthful
- Orderly
- Initiative