

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	Seasonal Security
DIRECT SUPERVISOR:	Maintenance Specialists (Park Specific)
PAY AND HOURS:	\$8/hour – 16-40 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	To protect the safety of the public and provide security service on parkland.

MAINTENANCE DUTIES AND RESPONSIBILITIES:

- Security – enforce park and campground rules and regulations. Keep eyes and ears open and alert for problems. Watch for unusual behavior, such as casing the campground or parking lot with possible intention of theft.
- Public relations – be courteous at all times with the public. Offer assistance when appropriate.
- Safety – report any conditions that might affect safety of public and/or staff. Warn campers of severe weather conditions approaching.
- Perform other tasks that might arise.
- Must observe all safety rules and procedures.
- Responsible for using park vehicles and materials responsibly.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Valid driver's license required to drive county vehicles.
- Must pass drug test.
- Ability to communicate with individuals of all ages.
- Ability to confront individuals not in compliance with park rules.
- Ability to work in or outdoors in all kinds of weather.
- Willingness to learn procedures and work when needed.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must have telephone or other means to be contacted should emergencies arise.

PERSONAL CHARACTERISTICS:

- Ability to work without close supervision
- Willingness to pitch-in and work in areas other than maintenance
- Dependable
- Truthful
- Orderly
- Initiative
- Alert and aware of safety