



Larry Easterly, Park Director – 1267 N. St. Rt. 741 – Lebanon, OH 45036 – (513) 695-1109
www.co.warren.oh.us parkboard@co.warren.oh.us

NOTICE OF HIRE

The Warren County Park District is now accepting applications for the following 2020 seasonal positions. (You must be 18 years of age or older to apply)

Seasonal Customer Service Attendant
Seasonal Softball Coordinator
Seasonal Volleyball Coordinator
Seasonal Softball Concession Attendant
Seasonal Golf Pro-shop Attendant
Seasonal Boathouse Attendant
Seasonal Softball Groundskeeper
Seasonal Golf Course Groundskeeper
Seasonal Park Groundskeeper

POSTING PERIOD:

This notice is being posted for a period of not less than seven (7) consecutive calendar days beginning February 25, 2020.

Job start dates vary by position. Job Description and applications are available on our park website at www.co.warren.oh.us/parks or

in the Warren County Armco Park Office Mon – Fri **10:00 am to 3:00 pm** located at 1223 N. SR 741. Lebanon, OH 45036.

These positions are subject to a post-offer drug screen and background check (BCI).

Warren County Park District is an Equal Opportunity Employer.

BOARD OF PARK COMMISSIONERS

Fred Bay –Ben Yoder–Jeff Blazey



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JOB CLASSIFICATION TITLE: Seasonal Customer Service Attendant
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Customer Service Attendant. This person will take on an active role in performing care service to park guests ensuring compliance to park rules, policies and procedures in a safe, secure manner. Work duties include assisting venue attendants, operating electronic cash register, servicing and cleaning reserved shelters, patrolling park grounds, coordinating customer service schedules and responses with the program assistant, performing emergency custodial responses, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting bulk inventory, trash cans and equipment several times a day. Additional duties include staffing and servicing scheduled pavilion rentals when requested. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Program Assistant and Park Director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Softball Coordinator
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00 - \$11.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift (15 – 30 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

Seasonal Part-time Softball Coordinator. WCPD is accepting applications for a Seasonal Part-time Softball Coordinator. This position is needed for first and second shifts on weekends and second shifts on some weekdays. This person will take on an active role in procuring and preparing leagues and tournaments for each season, taking registrations, scheduling leagues, tournaments and umpires, maintaining standings and website, overseeing field maintenance, and any other duties as directed by the Facility Manager. This position requires the successful applicant to perform strenuous activities which may include lifting boxes of softballs, awards, shirts, bases, bulk inventory, and trash cans several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Facility Manager and coordinates field schedules with the baseball coordinator. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Volleyball Coordinator
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00 - \$11.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Volleyball Coordinator. This position is needed for first and second shifts on weekends and second shifts on some weekdays. This person will take on an active role in procuring and preparing leagues and tournaments for each season, taking registrations, scheduling leagues, tournaments and umpires, maintaining standings and website, overseeing field maintenance, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting boxes awards, shirts, netting, poles, bulk inventory, and trash cans several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Park Director and coordinates field schedules with the softball coordinator and softball director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Softball Concession Attendant
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00 - \$12:00hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Softball Concession Attendant. This position is needed for first shift on weekends and second shift weekdays and weekends. Average weekday shift hours are 3-5 hours weather dependant. This person will take on an active role in procuring and preparing food and ballfield merchandise for sale, operating electronic cash register or point of sales equipment, taking calls for field status and game times, and any other duties as directed by the Park Director. Additionally, concessions attendants may be assigned to the mobile concession cart which will require operation of a golf cart to distribute concession goods to park guests. This person may also be asked to help in greeting customers and collecting gate fees for entry into the softball complex, ensuring compliance to park rules, policies and procedures in a safe, secure manner, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting bulk inventory, equipment and trash cans several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Lead Concession Attendant and Park Director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Golf Pro-shop/Concession Attendant
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Golf Pro-shop/Concession Attendant. This position is needed for first and second shifts seven days a week. This person will take on an active role in procuring and preparing food and pro shop merchandise for sale, operating electronic cash register or point of sales equipment, servicing cart/equipment rental operations, taking tee times, scheduling golf outings, washing and servicing golf carts, servicing driving range operations, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting batteries, golf bags, ball buckets, bulk inventory, trash cans and cart parts several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Lead Pro-shop Attendant and Park Director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Boathouse Attendant
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Bait Shop/Concession Attendant. This position is needed for first and second shifts seven days a week. This person will take on an active role in procuring and preparing food and bait shop merchandise for sale, operating electronic cash register or point of sales equipment, taking boat reservations, scheduling fishing/boating outings, servicing boat/equipment rental operations, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting batteries, canoes, john boats, kayaks, bicycles, bulk inventory, trash cans and climbing hillsides and steps several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Lead Boat Dock Attendant and Park Director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Softball Groundskeeper
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Softball Groundskeeper. This individual may assist park maintenance personnel. This person will take on an active role in performing ballfield maintenance and care, various landscape and grounds maintenance tasks for the softball complex venue and park grounds, operating variety of park equipment, picking up litter, and performing custodial duties, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting bulk inventory, equipment and trash cans several times a day. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Lead Park Groundskeeper and Park Director. (You must be 18 years of age or older to apply)

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JOB CLASSIFICATION TITLE: Seasonal Golf Course Groundskeeper
JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Golf Course Groundskeeper. This individual may assist park maintenance personnel. This person will take on an active role in performing various landscape and grounds maintenance tasks for the park grounds and golf course, boat dock, ball diamond venues, operating variety of park equipment, picking up litter, and performing custodial duties, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting bulk inventory, equipment and trash cans several times a day. Mechanic skills desired. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Golf Course Superintendant and Park Director. (You must be 18 years of age or older to apply)

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JOB LOCATION: Warren County Armco Park
PAY RANGE: \$10.00/hr
PROBATION PERIOD: N/A – term is “at will”
SCHEDULED HOURS: 1st and 2nd shift & Weekends (20-25 hrs)

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

WCPD is accepting applications for a Seasonal Park Groundskeeper. This person will take on an active role in performing various landscape and grounds maintenance tasks for the park grounds and golf course, boat dock, ball diamond venues, operating variety of park equipment, picking up litter, and performing custodial duties, and any other duties as directed by the Park Director. This position requires the successful applicant to perform strenuous activities which may include lifting bulk inventory, equipment and trash cans several times a day. Mechanic skills desired. The applicant must represent the park district in a positive and professional manner, consistently adhere to park district policies, including dress code, and work well with others. This position reports to the Lead Park Groundskeeper and Park Director. (You must be 18 years of age or older to apply)

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