

Washington Township
Park and Recreation Department
311 Production Dr.
Avon, IN 46123
317-745-0785
www.washingtontwpparks.org



Job Title: Facility Staff
Immediate Supervisor: Assistant Park Director
Work Schedule: Part-Time, M-Fri evenings and weekends
Salary: \$10/hour
FSLA Overtime Status: Non-Exempt

Purpose of Position:

The Facility Staff is responsible for assisting with a variety of special events, facility rental events and other miscellaneous programs offered by the Park and Recreation Department. The Facility Staff member will act as the Event Host during facility rentals. Duties may include setting up and tearing down event/rental items such as tables, chairs, tents, banners, sound equipment, etc. This individual must be able to work independently and as a team player.

Essential Tasks:

- Provides excellent, professional customer service to all visitors attending events and/or programs held at the Park.
- Ability to implement the set-up and take-down of equipment used during events and/or programs held at the Park.
- Ability to maintain the appearance and cleanliness of the facility hosting the event and/or program at all times.
- Overseeing the facility, event or program.
- Conduct regular walk through inspections of facility during rentals including completing all assigned checklists.
- Enforcing Park and facility rules and calling for appropriate assistance when necessary.
- Assisting with the maintenance of equipment and ensuring safe and proper use of the equipment.
- Follow all Washington Township policies and procedures as described in the Employee Manual and all other Park Department policies and guidelines.
- Secure the building after each event by locking and alarming the Pavilion Center. Secure the park by locking the top gate if event ends after park closing. Notifying the Assistant Parks Director (or the on-call park contact) in the event that the Park cannot be secured at the end of the evening.

- Adhere to all COVID 19 regulations and guidelines that have been provided by the Park Director and Asst. Park Director and approved by the CDC pertaining to daily routine of staff and building cleaning and disinfecting.
- General office work and basic data entry.
- Perform other related duties and/or special projects as needed.

Minimum Qualifications:

- Minimum of 16 years of age
- Must obtain and submit a full criminal history background check
- Must submit to a drug and alcohol test prior to starting work and on a random basis throughout employment
- Must be able to lift up to 50lbs
- Willingness to work a flexible schedule including evenings, weekends and holidays
- Ability to operate upon instruction, general office equipment including a computer and some software
- Valid First Aid and CPR certifications or ability to obtain before the program begins (preferred)
- Reliable transportation to and from program site

Application Procedures:

- Complete [application](#).