

The **City of Commerce Recreation Department** is currently seeking candidates to fill the **part-time** position **Park Assistant**

JOB TITLE: Park Assistant

DEPARTMENT: Recreation

JOB SUMMARY: This position provides supervision of athletic programs, events, and other scheduled activities. The individual will perform general maintenance of park facilities.

MAJOR DUTIES:

- Prepare fields for athletic team practices and games. This may include but is not limited to positioning soccer goals on fields and or setting out football equipment and water coolers.
- Occupy assigned athletic areas and be alert in observing the patrons in your area of responsibility. Be prepared to respond coaches or patrons in need of assistance.
- Pick up litter and remove trash as needed. Clean restrooms.
- Look for hazards to patrons of the park.
- Turn field lights on and off when needed. Lock bathrooms and gates after scheduled activities.
- Knowledge of the location and proper use of safety equipment and first aid kits is necessary.

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SUPERVISORY CONTROLS: The Recreation Director or Athletic Coordinator assigns work in terms of general instructions.

PHYSICAL ABILITY: Tasks require the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting,

carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 lbs.) Must be able to perform manual labor tasks with physical demand requirements at a level of highly energetic work. Must be able to coordinate hands and eyes in using automated field equipment. Must have the ability to use one hand for twisting or turning while coordinating other hand with different activities. Must have maximum levels of eye/hand/foot coordination.

#### REQUIREMENTS:

- Ability to work flexible schedules
- Georgia Driver's License

Additional Info: Work days are typically a combination of Mondays, Tuesdays, Thursdays and or Saturdays. Typical Hours are 5:15-8:15 p.m. for weeknights. Saturdays typically begin at 8:30 a.m. and may occasionally last until 5 p.m.

Applications are available at City Hall and online at [commercega.org](http://commercega.org). Please submit completed applications to Tracy Williams.

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The City of Commerce is an EOE and a drug-free workplace.