



**CEDAR RAPIDS LINN COUNTY SOLID WASTE AGENCY**

*Mount Trashmore Recreational Site*

**Recreation Facility Specialist (Seasonal)**

(Multiple positions available full-time or part-time)

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<b>Hourly Wage:</b>	\$16.00
<b>Type:</b>	Seasonal (Full-time or Part-time)
<b>Location:</b>	Mount Trashmore Recreational Site, 2250 A ST SW, Cedar Rapids, IA
<b>Duration:</b>	Flexible- Seasonal maximum 6 months between (April-October)
<b>Recreational Site Operating Hours:</b>	(Tuesday–Friday 9am-7pm) (Saturday-Sunday 8am-5pm)
<b>Schedule:</b>	Flexible (full-time or part-time) Weekdays/evenings and/or weekend schedules available
<b>To Apply:</b>	Email resume or application to <a href="mailto:hr@solidwasteagency.org">hr@solidwasteagency.org</a> or mail hard copy to Solid Waste Agency, 1954 County Home Rd., Marion, IA 52302. Applications are available at <a href="http://www.solidwasteagency.org/about-us/careers">www.solidwasteagency.org/about-us/careers</a> . <b>Must be 18 years old and able to work evenings until 7pm and/or weekends. Multiple part-time and full-time positions available.</b>

## **CEDAR RAPIDS LINN COUNTY SOLID WASTE AGENCY**

### **Recreation Facility Specialist**

#### **JOB DESCRIPTION**

##### **SUMMARY OF POSITION**

The Recreation Facility Specialist serves as a staff member for trails and overlook at Mount Trashmore Recreational Site. This staff member will develop a rapport with trail users and provides information regarding trails and overlook. Ensures all safety measures are being practiced and provides first aid to injured trail users as needed. This position checks-in trail and overlook users and will be on-site during open trail hours and, makes sure all bike users sign the safety waiver before using the site. Perform trail maintenance as needed. The Recreation Facility Specialist reports to the Recreation Coordinator to organizes details and information with agency policies.

##### **POSITION RESPONSIBILITIES**

- understands the Agency's mission and goals and works cooperatively with Agency staff, customers, and public.
- supervision for all recreational activities at Mt. Trashmore involving the bike and walking trails including the scenic overlook of Cedar Rapids.
- responsible for overseeing check in for users and making sure all users have signed the wavier.
- helps provide supervision for special events hosted by the city, county, neighborhood or community groups, schools, community organizations and the general public.
- engage local stakeholders to promote Agency's vision and focus.
- works in conjunction with recreation coordinator to provide necessary resources, mitigating parking, trash, restroom, and safety issues with special events.
- ensures all safety measures are being practiced by users and staff.
- provide first aid care as needed to users.
- Perform trail maintenance and upkeep to trails
- provide great customer service and a great experience for users.
- must be able to work rotating shifts (includes possible evenings and/or weekends)
- performs all work duties and activities in accordance with Agency policies, procedures, and safety practices.
- reports to Recreation Coordinator in compliance with the Executive Director and Board of Directors.

- performs all other work-related duties.

## **MINIMUM QUALIFICATIONS**

- **Education:** high school diploma or equivalent; associates degree is preferred but not required.
- **Experience:** preferred experience in outdoor recreation work, including programming and coordinating recreational activities, or experience in parks, mountain biking, trails, recreation or special event management and operations.
- must be able to work evenings and/or weekends (rotating schedule – not every weekend), will be flexible with college schedules.
- maintain a valid driver's license
- must be able to obtain CPR/First-Aid Certification
- must have excellent customer service skills
- must be 18 years old to apply

## **PHYSICAL REQUIREMENTS**

- ability to be on feet standing and walking for many hours at a time during the day
- ability to walk up and down severe elevation many times a day
- ability to work outside and be exposed to hot and cold weather conditions
- ability to perform trail maintenance
- ability to clean and provide simple maintenance to recreation building

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- ability to communicate effectively both orally and written
- ability to communicate effectively and maintain working relationships with other agency staff, supervisory personnel, state, and local elected officials
- ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations
- skill in the operation of computers using program applications appropriate to assigned duties and responsibilities
- ability to read and understand reports, manuals, and other written material
- ability to quickly learn and use new skills and knowledge
- ingenuity and inventiveness in the performance of assigned tasks
- knowledge about mountain biking, trails, hiking, history of Mt. Trashmore site

**FLSA Status:** non-exempt

**Job Type:** seasonal temporary employment (full-time or part-time)

**Benefits:** non-eligible