

Orcas Island Park and Recreation District

Job title: Park Steward

Type: Part-time, Non-exempt, Non-represented

Schedule: Seasonal (April through October 2021); Flexible hours; 20 - 25 hours/week; May require some weekends or evening work in conjunction with projects or program activities.

Essential functions:

1. Monitor Buck Park, the dog park, skate park and all field facilities utilized by OIPRD activities and programs, including completion of small maintenance projects; coordination with mowing contractor; completing inspections of grounds and facilities and reporting any items needing attention; removal of debris and trash from park and field areas as needed.
2. Coordinate repair estimates and provide the Director with estimates, contractor recommendations, and maintenance schedules for facilities and fields.
3. Care and maintenance of park equipment and tools.
4. Operation and maintenance of the irrigation system.
5. Field preparation for OIPRD activities and programs include setting up nets, bases, fences and other equipment need for programs, practices, or games. Raking and dragging fields as needed or requested. Lining fields in preparation for activities and sporting events.
6. Assist with programs including equipment issuance, accountability and maintenance.
7. Provides first aid support and supervisory backup for youth activities.
8. Complete other duties as assigned.

Minimum qualifications:

High school diploma or GED, and a minimum of one year direct or transferable skill experiences related to job duties and responsibilities, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Must have valid WA State Driver's license. Background screening required.

Special Requirements:

Requires frequent standing, sitting, walking, climbing, bending, twisting and ability to traverse uneven terrain. Ability to lift up to 50 pounds with both hands and arms. Requires sufficient manual dexterity to operate tools, equipment and materials. The employee must be able to talk and understand written and oral communication and give written and oral instruction. Equipment and tool usage required including, power tools and hand tools. Working conditions include occasional work indoors in a normal office environment and frequently outdoors during all weather conditions. Outdoor work may require vigorous activities in inclement weather.