

PART TIME PARK RANGER - TOWN OF CHARLESTOWN

JOB DESCRIPTION

This position supports the Town with their parks, to help ensure park usage is harmonious with neighbors and in compliance with Town rules and regulations. The position will provide park visitors with information and directions, and provide a positive visitor experience. The Park Ranger will interface directly with Town staff, the Cecil County Sheriff's Office, local elected & appointed officials, community volunteers, and the general public. The Park Ranger will perform duties under the supervision of the Town Administrator. This position is part-time, will work approximately 15 hours a week, typically on Friday evenings, Saturdays, and Sundays, and seasonal, from April through September. The starting salary range is \$17-\$19 per hour, and does not come with any Town benefits. This position has the opportunity to earn 1.5 times their hourly rate, for on-call response, as needed. The hourly rate may increase every 30 days, for satisfactory performance of job duties.

Please send your resume for consideration to Bryan Lightner, Town Administrator, at blightner@charlestownmd.org.

Park Ranger Duties:

- Ensure Park users pay the fees at the public boat launch, and add envelopes as needed, located adjacent to Veteran's Park.
- Ensure Park users pay the appropriate parking fees, using the Park Mobile system, and park in designated areas, including vehicles with boat trailers, especially at Avalon Park.
- Regularly inspect the Town Pier, Fishing Wharf, and Skate Park for compliance with applicable regulations.
- Inspect the trash cans and bathrooms, to ensure adequate supplies are being provided, and pick up litter, especially at Veterans' and Long Point Parks.
- Document the number of people with whom contact was made during a shift, as well as, count visitors at particular intervals at particular parks.
- Inventory park signage and document where any changes should be considered.
- Issue warnings or citations when warranted and appear in District Court, if needed.
- Maintain daily activity logs.
- Work closely with Town staff to verify park rental permits are adhered to and signs are properly posted.
- Assist fulfilling the Town's more immediate park needs and priorities, including assistance with traffic control during park events.
- Periodically attend staff meetings, training seminars, Commissioner meetings, community meetings, and other special events, as needed.
- Incumbent interprets and applies a variety of rules, regulations, policies, and procedures, which may be in conflict with one another, in assisting with and monitoring proper park usage.
- Incumbent requires regular contact with Town officials, the Cecil County Sheriff's Office, and the general public, for the purpose of exchanging information, providing instruction with park rules, and resolving any discrepancies.
- Incumbent performs a majority of duties outside in the elements, exposed to variable weather conditions, and may patrol on foot or golf cart at various intervals. Incumbent must have the ability to lift 50 lbs., bend, stoop, climb, and reach. Incumbent will work occasional evening hours and holidays.

Requirements:

- High school diploma or G.E.D. certification from a recognized issuing agency.
- 18 years of age or older.
- One (1) year of job-related experience and/or training (i.e., parks and recreation, education, and/or customer service).
- Possession of a valid driver's license required.
- Excellent positive public relations and customer service skills.
- Proven ability to communicate effectively both orally and in writing.
- Ability to work independently or as part of a team.
- The Town of Charlestown is an Equal Opportunity Employer.