

TOWN OF LEO-CEDARVILLE

JOB DESCRIPTION

Approved Title: PARK HELPER	Effective Date:	Weekly Hours: Part-Time
Appointing Authority: Town Council	Immediate Supervisor : Town Manager	FLSA Code: Non-Exempt

I. Purpose of the Position: The Park Helper is responsible for maintaining the messages on the Town's rental sign and for assisting the Park Groundskeeper with the upkeep of the landscaping in the Town parks and around Town facilities.

II. Essential Functions:

- **Obtaining list of sign rentals and posting signs as directed within the guidelines of the Town;**
- **Inspecting and reporting damage of sign and letters to Town Manager;**
- **Raking mulch in playground areas;**
- **Pick up trash on park grounds;**
- **Clean and service equipment and tools used in the performance of duties;**
- **Perform other landscaping duties in parks as assigned by Groundskeeper of Town Manager.**

III. Required Qualifications:

- **Age 15 or older with valid work permit;**
- **Valid Driver's License or other reliable transportation;**
- **Ability to communicate effectively and to follow spoken and written instructions.**

Approved by the Leo-Cedarville Town Manager:

Date

Peggy Garton