

## CEDAR RAPIDS/LINN COUNTY SOLID WASTE AGENCY

### Recreation Facility Specialist (Intern)

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**Salary:** \$14.00 Hourly (25-30 hours/week)

**Opening Date:** 02/28/19

**Closing Date:** 03/22//19

**Duration of Position:** May to August(flexible)

**\*Must be 18 years old and be able to work on Saturday**

**To apply: Send resume & cover letter to [zhornung@solidwasteagency.org](mailto:zhornung@solidwasteagency.org)**

### JOB DESCRIPTION

#### SUMMARY OF POSITION

The Recreation Facility Specialist serves as an Intern for trails and overlook at Mount Trashmore Recreational Site. The Intern 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. This position will work in conjunction with the Recreation Coordinator on day to day administrative duties. Also, the Intern will make sure all bike users signed the safety waiver before using site. The Recreation Facility Specialist (Intern) reports to the Recreation Coordinator to organize 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 checking in users and making sure all bikers have signed waiver
- 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.
- help Agency work with improvement project consultants.
- 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.
- provide great customer service and a great experience for users.

- assist with tours when needed.
- must be able to work rotating shifts (includes nights/weekends)
- performs all work duties and activities in accordance with Agency policies, procedures, and safety practices.
- attends meetings, conferences and workshops.
- 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 GED; associates degree is preferred but not required or working towards bachelor's degree.
- **Experience:** 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 weekends (rotating schedule – not every weekend)
- 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
- passing pre-employment drug and alcohol testing

## **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

## **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, professional consultants, both orally and in writing, using both technical and non-technical language
- 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 put to 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