

Woodchase Park

Guest Services Attendant - Job Description

Westchase District is seeking part-time (10-35 hours/week) Guest Service Attendants for Woodchase Park. The Woodchase Park is a 1.75 acre site located at 3901 Woodchase Drive. The parks features will include: an activity area, dog park, community garden, childrens playground, water zone, and beautiful landscaping.

Westchase District is the Municipal Management District that is responsible for the maintenance, operation, and programming of Woodchase Park.

For more information about Woodchase Park please visit www.woodchasepark.com

Guest Services Attendant Role

- Act as a host for the park, engage with visitors, and facilitate positive visitor experiences.
- Reports to the Parks Maintenance Director and is a resource to the Parks Programming Director.
- Be familiar with and able to discuss park grounds, activities, rules, and opportunities to all visitors.
- Enforce all park rules. Attendants have the authority to ask park patrons to leave the park if patrons are not compliant with the rules.
- Ensure that event hosts are well equipped.
- Keep an updated inventory of bathroom supplies and additional supplies.
- Ensure that the dog park is free from waste every hour at all times.
- Inspect bathroom facilities once per hour and address the needs of bathroom facilities.
- Coordinate with Parks Programming Director for set up of programs, events, and park needs.
- Report any damaged or broken equipment to Parks Maintenance Director.
- Report any damaged landscape, hardscape, play structures and site furniture to Parks Maintenance Director.

Desired Skills and Experience

- Consistent, timely attendance is an essential function of this job.
- Ability to work weekends, evenings and holidays.
- Ability to lift 25 lbs.
- Dependability, flexibility, and adaptability in a dynamic environment
- Responsible and detail-oriented.
- Ability to read, understand, and complete written and verbal requests and work assignments
- Strong oral communication and interpersonal skills with an ability to communicate effectively with individuals of varying social and cultural backgrounds.
- Interest in customer service.
- Ability to represent the park with a high level of integrity and professionalism, adhere to park policies and support management decisions in a positive, professional manner
- Willingness and desire to get hands dirty.
- Ability to work outdoors year round.
- Outgoing, mature, positive, and a self-starter.

Compensation

\$15 per hour

To apply, please email your resume and to ljullien@westchasedistrict.com with the subject line "Guest Services Attendant". Attach your resume in .doc or .pdf format. In the body of the email, please include a cover letter expressing your interest.