

**Corporation of the Town of Marathon**  
**POSITION DESCRIPTION**

**Position Title:** Parks and Campground Worker

**Reports to:** Works & Operations Supervisor

**Position Description:** Responsible for the overall coordination of activities at Penn Lake Park.

**Responsibilities:**

1. Provides general cleaning and building and grounds maintenance services for all areas of municipal parks, including Penn Lake Park & Campground.
2. Performs daily inspections and general cleaning and grounds maintenance for all areas of the park including trailer and tenting camping areas, playgrounds, event areas, trails, and pedestrian pathways.
3. Provides prompt, on-going fee collections (including evenings and weekends), issues receipts and submits to Town Hall.
4. Provides excellent customer service to campers, event organizers and visitors as well as basic business, activity and municipal information services.
5. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations.
6. Performs other duties as required.

**Qualifications:**

- Minimum of one (1) year of secondary level education
- Ability to operate small hand tools and equipment, including lawn mowers, brush cutters, whipper snippers, power tools, etc.
- Physically able to perform all activities within this area (i.e., lifting, carrying, digging, etc.)
- Good communication and customer service skills
- Valid standard first aid certificate
- Capable of working in inclement weather
- Ability to work with minimal supervision and in a team setting
- Willing to work weekends and evenings
- Provide police record name check satisfactory to the Employer

**Employment Term:** May to September or May to August

Employee Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_

03/19