



Town of Bronson

P.O. Box 266: 650 Oak Street

Bronson, FL 32621

(Phone) 352-486-2354

(Fax) 352-486-6262

Title: Part-time Park & Rec Assistant

Department: Parks & Recreation

Pay Rate: \$10 per hour

Hours: The ideal candidate must be able to work 20-30 hours per week. The schedule will vary and include Saturdays and/or weeknight games.

Application deadline: December 14, 2018

Applications may be picked up and/or dropped off at the Town of Bronson, Town Hall 650 Oak Street Bronson, FL 32621. If you have any questions or concerns please contact Shirley Miller at the Town of Bronson at 352-486-2354, Mon-Thurs 8:00 am – 5:00 pm.

General Description:

Assists the Parks and Recreation Director with all aspects of the BPR sports program. Performs park and facility maintenance and assists with sports registration events. Prepares and maintains the fields, equipment and concession stand for games.

Job Functions:

- Assists Parks and Rec Director in the inventory of all BPR equipment
- Maintains BPR equipment and concession stand supplies
- Paints, pressure washes, and repairs all park playground, facilities and sports equipment
- Prepare field surfaces and placement of goals for practices and games
- Performs grounds duties: mowing, pruning, edging, weeding, planting, trimming etc.
- Inspects facilities, structures and playing fields for debris and potentially dangerous conditions
- Removes litter and debris from park grounds and empties trash cans
- Applies chemicals to clean and disinfect restroom floors, commodes, and sinks
- Replaces trash can liners, tissues, paper towels and soap in the restrooms and park facilities
- Performs duties such as lamp and light bulb changes, air filters, make minor repairs and adjustments to building structures.

- Provides support, set up, and clean up for various special events of the Town
- Assists with any miscellaneous duties directed by the Parks and Rec Director

Ability to: Meet the physical and environmental demands to safely perform the assigned tasks. Work irregular hours and shift work as necessary. Be respectful to those contacted in course of work: supervisor, parents, children and other Town employees.

Qualifications: High school diploma or GED equivalent. Possession of a valid Class B Florida driver's license. Ability to operating mowing, pruning, and edging equipment.

Physical Requirements: The candidate will primarily work outside. The work requires: bending/stooping, kneeling, pulling pushing, reaching and heavy lifting/carrying objects exceeding 45 pounds.

Sensory Requirements: Hearing: ability to understand what others are saying in normal conversation in person, on the telephone, and in meetings. Speaking: ability to communicate orally with others in person and on the telephone.

This position has a 90-day probationary period and offers no benefits.