

# Employment Opportunity

Wake County Division of Parks, Recreation, and Open Space



## Park Aide-Operations and Maintenance (Job #2019-02)

Part-time (16 plus hours per week)

**Position schedule (4 hours per day, 4 days a week including weekend, morning, evening and holiday hours.)**

**Hiring Range: \$8.00 to \$11.00 per hour**

**Salary is negotiable based on education and experience.**



### Background:

Historic Yates Mill County Park features the last remaining, operable gristmill in Wake County. The 174-acre historic and environmental park is located 5 miles from downtown Raleigh on Lake Wheeler Rd. The mill is open for tours from March through November. Crowder County Park is a 33-acre environmental park with a pond, trails, playgrounds, and picnic shelters and is located near Holly Springs Rd. and Ten-Ten Rd. The parks are open 8am to dusk, 361 days per year.

### Primary Duties:

The duties are to work as a team with staff, volunteers, and partner groups at both parks, and to assist with:

- Operating manual and gas-powered landscaping equipment.
- Troubleshooting landscape, structure and equipment issues.
- Performing minor repair work to lawn equipment, etc.
- Visitor services and park center reception (i.e., opening/closing the parks, answering phones, responding to visitor requests, providing information as needed, restocking and distribution of park publications and public information, mailing list upkeep, helping with program registrations and fee collection, etc.);
- Janitorial and maintenance duties, as needed;
- Patrol of the grounds and enforcement of park rules;
- Various other duties as assigned by Park Management.

### Qualifications:

All applicants must be at least 18 years old and have a valid NC driver's license and a safe driving record. Applicants must have a basic knowledge of park resources and facilities, and be able to perform physical tasks outdoors. The person in this position must be able to exercise tact, maintaining good public relations with park users and others under all circumstances. Flexible scheduling is required, and the position must be willing to work weekends, as well as morning, evening and some holiday hours. Landscaping and basic knowledge of tools used for maintenance, repair and carpentry required. Parks experience preferred. Note that applicants must pass a background check, must provide proof of eligibility to work in the United States, and have the ability to obtain a First Aid/CPR certification. This is a great opportunity to gain experience in the field of Parks and Recreation.

### How to Apply:

Only Wake County job applications will be accepted. Resumes and cover letters may be attached to the application. A blank job application may be obtained at the Finley Center reception desk at Historic Yates Mill County Park. Please include job title and job number on the application. Applications must be submitted to the address listed below or be hand-delivered to the Finley Center reception desk.

### Address:

Wake County Parks, Recreation & Open Space  
C/O Richard Smith, Assistant Park Manager for Operations  
@Historic Yates Mill County Park, 4620 Lake Wheeler Road, Raleigh, NC 27603