

# Employment Opportunity

Wake County Division of Parks, Recreation, and Open Space



## Park Aide – Education and Visitor Services

Part-time (16-24 hours per week)

Salary Hiring Range: \$8.50-\$11.17 per hour

Salary is negotiable based on education and experience.



### Background:

This position will be based at **Historic Yates Mill County Park (HYMCP)**, which features the last remaining water-powered gristmill in Wake County. The 174-acre historic and environmental park is located 5 miles from downtown Raleigh on Lake Wheeler Rd. When COVID-19 restrictions were not in place, the old mill had been open for organized group tours on weekdays and public tours and corn milling demonstrations on weekends from March through November, and other park program types and exhibits were also available. This is what we hope to offer again once restrictions are lifted. Meanwhile, education staff is focusing on virtual education offerings.

This position may also assist with operational aspects and programming at **Crowder County Park (CCP)**, which is a 129-acre environmental park with a pond, trails, playgrounds, and picnic shelters near Holly Springs Rd. and Ten-Ten Rd. in Apex. Our staff oversees both parks. The parks are open from 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:

- organization and maintenance of park program and resource materials;
- development and provision of educational programs and displays for the general public, schools, and other organized groups, working with the full-time program team and other park staff;
- visitor services and park center reception, when it reopens (i.e., opening/closing the parks, answering phones, responding to visitor requests, providing information as needed, restocking park publications and public information, mailing list upkeep, helping with program registrations and fee collection, etc);
- patrol of the grounds and enforcement of park rules;
- janitorial and maintenance duties; and
- 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. 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 and maintain good public relations with park users and others under all circumstances. Flexible scheduling is available, but the position must be willing to work weekends, as well as mornings, evenings, and some holiday hours. Note that applicants are subject to a background check, and there are no benefits associated with this part-time position, other than holiday pay.

### How to Apply:

Only Wake County job applications will be accepted. Resumes may be attached to the application. A blank job application may be obtained at the front entrance of our park center, as well as on our main webpage and Facebook page. Applications must be submitted to the address listed below or be hand-delivered to park staff.

### Address:

Historic Yates Mill County Park; C/O Rebecca Cope, Program Director  
4620 Lake Wheeler Road, Raleigh, NC 27603