

# Employment Opportunity

Wake County Division of Parks, Recreation, and Open Space



## Visitor Services and Program Assistant (Part-time Park Aide—job #2019-01)

Work Hours: 16-24 hours per Week

Salary Hiring Range: \$8.00-11.00 per hour  
Salary is negotiable based on education and experience.



### Background:

This position will be based at Historic Yates Mill County Park, which features the last remaining gristmill in Wake County. The 174-acre park is located 5 miles from downtown Raleigh on Lake Wheeler Rd. The mill is open for tours March through November. This position may occasionally assist at Crowder County Park (CCP), which is a 33-acre environmental park with a pond, trails, playgrounds, and picnic shelters located near Holly Springs Rd and Ten Ten Rd. The parks are open from 7:45 am (CCP) or 8 am (HYMCP) 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:

- 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.);
- patrol of the grounds and enforcement of park rules, and janitorial and maintenance duties, as needed;
- cultural history, environmental education, interpretive programming, summer camps and special events;
- organization and maintenance of park program and resource materials, and archival collections;
- implementation and occasional development of park programs, displays and special events (including mill tours with costumed interpretation and other historical, environmental, agricultural, and recreational programs, for the general public, schools, and other organized groups);
- 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 available, but the position must be willing to work weekends, as well as morning, evening and some holiday hours. Note that applicants must pass a background check, provide proof of eligibility to work in the USA, and be able to obtain First Aid/CPR certification. This is a great opportunity to gain experience in the field of Parks and Recreation, Natural and Cultural Resources Management, Environmental Education, and Public History.

### 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 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 Program Director or Park Manager.

### Address:

Wake County Parks, Recreation, and Open Space  
C/O Laura Ketcham, Park Technician of Education  
Historic Yates Mill County Park, 4620 Lake Wheeler Road, Raleigh, NC 27603