



HAYS COUNTY JOB POSTING

Job Title	Park Specialist – Part Time	Job Number	700-0173-030122
Department Head	Director of Countywide Operations	Date Open	March 1, 2022
Salary Range Minimum	\$13.06 Per Hour	Application Deadline	Until Filled

THIS IS A PART-TIME, TEMPORARY POSITION WORKING NO MORE THAN 20 HRS PER WEEK, SCHEDULE TBD

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytx.com
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

- High School Diploma or GED Required
- Must be 18 years or older

Other Qualifications, Certificates, Licenses, Registrations

- Current valid Class "C" Driver's License.
- Current First Aid or CPR qualification preferred, but not required.
- Lifeguard experience preferred, but not required.

Required Skills

- Conduct front entrance station duties in a welcoming manner and provide information to visitors about the preserves, hours of operation, tour information, rules, activities and amenities available, and the Hays County Parks Department in general.
- Assists in the daily opening and closing of Hays County parks and preserves.
- Greets the public in a friendly and professional manner and appearance.
- Provides maintenance services such as trash/litter pick-up and removal.
- Assists Park Staff with general maintenance of the facilities and grounds.
- Report rule infractions, unsafe situations and emergencies to Parks Specialists and/or Parks Specialist Lead.
- Assist with maintaining safety and security throughout the parks and preserves, and around the swimming area at Jacob's Well.
- Conduct guided and impromptu interpretive tours of Hays County preserves, including the area geology, flora/fauna, history, conservation practices and importance of those natural resources; educating the public on the importance of preservation and conservation of natural resources.
- Provide information about Hays County preserves along with other area amenities and attractions to a range of visitors from Hays County to tourists from national and international locations.
- Provide assistance as needed for preserve visitors with special needs and/or accommodations (ADA).
- Conduct visitor surveys and collection of visitor information. Maintain a log detailing site visits, activities observed, number of visitors, times of visits, and other pertinent information regarding day-to-day operations.
- Must be available to work evenings, weekends, and holidays.
- Performs other duties as assigned.

Summary

Working with full-time and other part-time Parks Specialists and reporting to the Lead Parks Specialist, the Part-Time Parks Specialists are responsible for greeting and checking in all visitors upon arrival, confirming reservations, answering questions, providing customer service to tourists and visitors, conducting tours of the preserves and maintaining a presence at swimming areas, entrance stations, and the nature center during operating hours. The Part-Time Park Specialist may also be asked to work at multiple Hays County Park locations and perform a variety of tasks as needed, such as assisting with events, maintenance of facilities, coordinating with volunteer tour guides, office administration including answering the phone/responding to emails and updating information in computer system, supervising and informing guests on swimming safety, general park maintenance, and other general tasks as needed.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.