# 10 ENTICING

# PARKS & REC

# JOB DESCRIPTIONS
## TO ATTRACT BETTER CANDIDATES

*Are you attracting the right **full-time and seasonal help** with your current job posting strategy?*

According to the National Recreation and Park Association's guidelines for CAPRA accreditation, job descriptions should contain at minimum "the duties, responsibilities, and tasks of each position, and the minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors." While these minimum requirements and job expectations cover the fundamentals, they aren't likely to ignite a fire in the candidate to apply.

Take a page from the private sector and consider adding more personality and colorful detail to your job descriptions to get job seekers, whether full-time or seasonal, motivated to apply for your jobs. Think about what the candidate will get out of the job (valuable experience, flexible hours, etc.), not just what you need from them, and highlight what makes your facilities or programs standout. By emphasizing the unique attributes that set your agency apart, you're likely to attract higher quality applicants and create a more compelling first impression.

Below are excerpts from some parks and rec job descriptions that convey energy and excitement that you can use as a template or inspiration for common jobs at your own Parks & Recreation department.

### Park Ranger

Do you have experience in building maintenance and groundskeeping? Are you great with fielding patron questions and would you like to expand your skills as maintenance crew leader? If so, you're a great fit for the role of Seasonal Park Ranger at State Beach Park!

Here, your workspace will include sandy beaches protected by towering sea cliffs. Just a stone's throw from the beach, the campground has several sites for tents and RVs. Day-use and picnic facilities are located along the beach to allow easy access for beachcombing, fishing, swimming, and boating. An expansive hiking trail network connects State Beach Park with other nearby parks. Observe seasonal wildflowers and stunning views of the ocean from the top of perches for every hiking skill-level. Help our park visitors and maintain the park's pristine appearance -- all while enjoying everything the park has to offer. Apply today!

### Park Aide

Come learn the ins and outs of day-to-day park management as a Park Aide for Willow Park! Under the supervision of an experienced Park Ranger, you will get firsthand experience on building maintenance and groundskeeping, custodial duties, interacting with park patrons, and helping manage maintenance and/or Corrections Department workers.

Assist the senior Park Ranger on critical day-to-day functions that keep our park running and visitors happy! You'll also get to enjoy everything Willow Park has to offer, from immaculate picnic areas, well-kept sports fields, mountain trails and breath-taking skyline views. Kick off your summer learning all while enjoying the outdoors when you apply today!

### Camp Director

The City of Sunnydale's Parks and Recreation Department is seeking creative-minded individuals who are passionate about child development and care for a summer Camp Director role. We are looking for someone who is crazy about arts and crafts, enjoys exercise and sports, and has the perfect ideas for local field trips to organize and facilitate a summer program at one of our community centers.

This role requires high emotional intelligence, being someone who works well with children, parents, and community members, and a keen attention to detail for organizing and leading activities and keeping detailed records for the Parks department. Aspiring teachers, artists, athletes, outdoor types, and history buffs are all great fits for this position! Apply today to give Sunnydale kids a summer they won't forget.

### Camp Counselor

Are you looking to spend time outdoors, get a rewarding experience, AND get paid this summer? The Parks Department of Naples is looking for outgoing, positive, and motivated individuals to join our team of camp counselors.

Our camp programs give children the opportunity to play, use their imagination, laugh, get a little dirty, and most importantly, have fun. Our counselors are the heart and soul of the camp, and we are proud to provide extensive training to help bring your talents to the next level when you work with children! Learn problem solving, decision making, thinking outside the box, multi-tasking, communication and leadership -- all things you can use in your later career! If you're good with kids, have a creative mind, and enjoy being outside, join us today.

### Maintenance Aide

The Parks Department of Glenwood is seeking a greenthumb to join our Landscaping team as a maintenance aide for the summer. In this role, you will assist in maintaining the pristine appearance of our various parks and recreation areas within the area. Thousands of patrons visit our parks for their numerous picnic and day-use areas, wide open fields, and well-manicured walking trails. This position will help us maintain and even improve our parks through teamwork, experience and skill with landscaping tools, and a love of nature. Come help us provide the parks all of Glenwood loves when you apply today!

### Lifeguard

You: Loves to swim. Loves helping others. Enjoys meeting new people.

Us: We work directly with members of the public as they enjoy our 30+ swimming pools and 10 splash pads within the county. We are seeking dedicated individuals to add to our team that are strong swimmers, can assist in maintaining safety for the public, can provide eagle-eyed surveillance of the pool, and love teaching others of all ages how to swim. Our lifeguards participate in regular training and recertification to keep their knowledge fresh. Our exciting work environment and well-kept facilities provide you an opportunity to meet and serve the public while doing something you love.

### Coach

We are looking for sports fanatics for a wide range of coaching positions for the County's summer camp programs! Do you regularly play a sport and know the ins and outs of all of its rules, how to put together plays, and motivate others? If so, you're an excellent fit for this role. Responsibilities will include teaching children of various ages and all skill levels about your chosen sport, setting up and managing the league and team selection, running practice and drills, and most of all, having fun! We recently completed renovation on our sports facilities, so you'll get the benefit of enjoying pristine courts, tracks, fields, and more while helping children find their love of physical activity. Apply today.

### Docent/Guide

The City of Parkview's museums are actively seeking docents that are passionate, knowledgeable, and helpful for the busy summer season. The major responsibility for this position is to present effective interpretive programs that present opportunities for the audience to make their own intellectual and emotional connections to the meaning/significance of our various pieces and exhibits. The ideal candidate will be thoughtful, work well with the public, and be willing and able to provide answers to various questions related to the program or museum in general. This is a great opportunity for someone who is an art or history buff and wants to share that love with others! Come see what hidden gems are waiting for you and our patrons in our museums when you apply today.

### Dance Instructor

Do your friends come to you to learn the latest dance crazes? Do you connect with music in a way that makes you want to move? Come share your skills in our city's summer dance programs -- everything from hip hop to salsa to ballet are welcome! Enjoy our clean and recently remodeled dance studios as you teach children of all ages how to dance, get some exercise, and further hone your skills. The ideal candidate will work well with children and parents, be passionate about their chosen dance style, and be dedicated and organized enough to lead lesson plans and routines. Apply today to get the city's kids moving!

### Music Instructor

The City of Meadowland's Summer Camp seeks an enthusiastic, energetic and dependable music teacher who is great with kids to join our summer camp team! Lead an early development music class featuring a variety of music and movement activities, along with instrument exploration. We have a wide variety of instruments available for you to incorporate as long as you ensure the children love and care for them. Assist us in building out themed music weeks ideal for young children and bring your own joy for music to the role. This is a great position for an artist or musician who is looking to hone their skills in a teaching environment and bring joy to children at the same time! Apply today.

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