



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Canoe Rental Staff

Opening Date: March 13, 2017

Closing Date: May 20, 2017

Salary: \$7.25/hr

Department: Parks

Primary Location: St. Patrick's County Park

Approximately 10 hours weekly. Variable. May-October

Hours: Varies, Approx 10:45 am to 5:00 pm. Saturdays, Sundays and holidays

Description:

These positions are part-time, non-exempt and covered under the Saint Joseph County Employee Policy Manual.

Rental staff position includes assisting patrons with canoe/kayak and paddleboard rentals and assisting with the preparation and transportation of the participating public and rental equipment between Keller Park, St. Patrick's County Park, and the Niles, MI public landing.

Essential Functions:

Provide customer service and assist patrons with launching canoes/kayaks/paddleboards from St. Patrick's and Keller Park launch site. Assist patrons at St. Patrick's and Niles dam canoe recovery area when they return.

Prepare canoe rental area and associated equipment for rental operations.

Collect fees, operate cash register, reconcile monies and complete required paperwork.

Assist van driver with loading required equipment into van when shuttle is needed.

Assist with loading canoes, kayaks and paddleboards onto shuttle trailer.

Return rental equipment to appropriate storage area.

Communicate with shuttle driver, rental staff, park ranger or supervisor regarding program, as well as problems and supply needs.

Report any hazardous conditions to supervisor when noticed.

Other duties as assigned.

Qualifications:

Must be at least 15 years of age and be enrolled in high school or possess a high school diploma or HSE.

Equal Opportunity Employer

Ability to communicate effectively orally and in writing. Must be able to speak on the phone and on park 2-way radio.

The employee must be physically able to lift object weighing 50 lbs. or more and perform duties requiring physical exertion.

Ability to establish and maintain courteous and effective public relations.

Must have adequate transportation to commute to and from work site.

While performing the duties of this job the employee will be exposed to wet conditions; cold and/or hot conditions; and outside weather.

Be advised that St. Joseph County approved an ordinance banning smoking; St. Joseph County Parks are included in that ban.

Be advised that St. Joseph County Parks' staff is subject to random drug testing.

While performing these jobs, the employee is required to speak; hear; stand; walk; use hands to finger; handle and feel; reach with hands and arms; sit; climb; balance; stoop; kneel; crouch; crawl; taste and smell.

Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.

Apply online at www.stjosephcountyindiana.com