



JOB DESCRIPTION

P/T SITE COORDINATOR - STRATHEARN PARK

THE POSITION

Under general direction of the Historical Park Specialist, this position works on an as-needed basis at the Robert P. Strathearn Historical Park providing oversight during scheduled permitted events to assure Permittee and guests adhere to the terms and conditions of the facility use permit and Park District rules and regulations. Position includes some custodial duties. Work hours vary and are determined by the date and time of the facility use permit. The events consist mainly of weddings, but also include reunions, parties, fundraisers, etc., and are usually scheduled during weekday evening hours or weekend daytime and evening hours between the months of March through September. However, facility rentals may be scheduled at any date and time throughout the year at the discretion of the Park District.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Provide oversight throughout the duration of permitted events, arriving prior to Permittee and vendor arrival and staying until the Permittee and all vendors and guests have left the Park;
- Mitigate the impact of vehicles inside the Park to ensure the safety of Park, Park visitors, and event guests.
- Assure that Permittee, vendors and guests follow Park District rules at all times, utilizing the assistance of Park Rangers and other Park District staff as needed to assure the safety and wellbeing of Park property, patrons and guests;
- Verify that the facility is set up as indicated in the facility use permit, providing such assistance as is required to assure that setup meets the needs of the Permittee;
- Be able and willing to assist with day-of cleaning or dusting of facility, tables, or chairs as needed to assure the comfort and satisfaction of the Permittee and guests, and usability of the Park District's facilities and amenities;
- Be able and willing to monitor, stock and clean restrooms as needed during events;
- Have a knowledgeable, helpful, friendly attitude and offer assistance to Permittee and guests when and if any problems arise;
- Assure Permittee and vendors leave the Park clean and free from debris, meeting the terms of the facility use permit, but also being able and willing to pick up litter and assist in putting trash bags and debris in the dumpster;
- Ensure that Permittee, vendors and guests adhere to the terms and conditions of the facility use permit, including ensuring that the event ends on time, cleanup is completed, and the Permittee, vendors and guests exit the park no later than the ending time indicated on the permit;
- Ensure that the Park and all buildings used as part of the event are properly secured at the conclusion of the event;

- On an occasional, as-needed basis, provide assistance in preparing and cleaning the facility by sweeping, dusting, and cleaning the displays, display cases, and furnishings and fixtures of the Wood Ranch Barn and other buildings or structures as assigned.

The position may perform other related tasks as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Graduation from high school, or G.E.D. equivalent, and a valid California driver's license with good driving record are required. Must be able to work independently; have a helpful, friendly and knowledgeable attitude; use and apply good judgment; have excellent public relations and communications skills, both verbal and written; and be able to maintain professional and cooperative working relationships with the Simi Valley Historical Society volunteers, coworkers, event security/Park Rangers, vendors and the public.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and/or walking approximately 75 percent of the time; frequent lifting to 20 pounds; some pushing/pulling and carrying loads of up to 40 pounds; occasional lifting, pushing/pulling loads to 50 pounds; some bending, kneeling/squatting, climbing stairs and/or ladders, reaching overhead/stretching; occasional working on rough or uneven terrain; frequent handling and dexterity.

APPLICATION / SELECTION PROCESS

Fully completed, signed and dated originals of a District application is required in order to apply for the position. The forms are available for downloading at our website, www.rsrpd.org, or they may be obtained from the District's Main Office. A resume is not required but may be attached to your completed application packet. Please submit your application packet to: Rancho Simi Recreation and Park District, 4201 Guardian St., Simi Valley, CA 93063. The District will review submitted applications as they are received. Applicants whose qualifications are evaluated as best suited for meeting the job requirements and needs of the District will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

RANCHO SIMI RECREATION AND PARK DISTRICT

Main Office: 4201 Guardian St., Simi Valley, CA 93063; 805-584-4400; www.rsrpd.org