



River Forest Park District  
Est. 1913

**Job Description**

**Job Position Title:** Park Ambassador

**Salary Range:** \$8.00-\$12.00/hour

**Starting Salary Range:** \$8.00/hour

(Note: Must be within the first 40% of the Salary Range.)

**Working Hours:** The Park Ambassador is a part-time non-exempt position working Monday-Friday, 5:30 PM-8:30 PM, plus possible Saturday and Sunday hours.

**Summary:** The Park Ambassador is responsible for supervision of field and facility use, trash collection, and for closing and cleaning the 3 Park District restrooms at Priory, Washington, and Keystone Parks.

**Qualifications:** High school graduate. Minimum of 21 years of age. A valid Illinois State Driver License (Class A). In good physical condition with sufficient strength to lift and hold 100 pounds.

**Immediate Supervisor:** The Park Ambassador reports to the Park Services Manager.

**Essential Functions:**

1. Communicate with the Park Services Manager regularly on Park District matters.
2. Serve as a Park District representative to users of the parks.
3. Supervise field and facility use. Ensure groups of 8 or more persons utilizing athletic fields have a permit for such use, enforce tennis court use rules, and perform security duties in all the parks.
4. Assist with program set-up or takedown duties at the Depot
5. Perform trash removal duties.
6. Perform miscellaneous park maintenance duties. This includes, but not limited to edging of tree and shrub beds, trim mowing, and athletic field maintenance.
7. Perform emergency maintenance duties.
8. Close the 3 Park District restrooms at Priory, Washington, and Keystone Parks.
9. Clean and maintain 3 restroom facilities. This includes, but not limited to, sweeping and mopping hard surface floors; washing walls, windows, countertops, and fixtures; and trash removal.
10. Demonstrate exceptional customer service skills in all communications.
11. Promote a quality loss control/safety program for the Park District.
12. Perform any duties as assigned by the Executive Director.

**Marginal Functions:**

1. Assist Recreation Department with special event programs.

**Psychological Considerations:**

1. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
2. Must be able to function effectively in a fast-paced environment.
3. Must be able to deal with people under stressful and demanding situations.
4. Must be able to function under stressful situations when first aid or CPR is required.

**Physiological Considerations:**

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 100 pounds.

**Environmental Considerations:** Will be exposed to the elements when performing outdoor duties. Some activities are performed indoors; these conditions include lighting, humidity, and temperature.

**Cognitive Considerations:** The Park Ambassador must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.