



City of Bristol
Job Description

Job Title: Park Ambassador

Department: Parks, Recreation, Youth and Community Services

Code:

FSLA Status: Non Exempt

Prepared: April, 2022

Schedule: Part-time seasonal

Work season is May 30 to August 28, 2022. Work schedule is up to 33.5 hours per week, and scheduled hours vary between Saturday and Sunday 9:00 a.m. to 7:00 p.m., and Monday to Friday 3:30 p.m. to 7:00 p.m.

Position Goal(s): To foster positive relationships with park visitors through information, education and role modeling, and record and report concerns.

Essential Duties and Responsibilities:

- Maintains positive public relations with residents and visitors, answering questions, explaining ordinances and regulations affecting behavior within town parks, open space and preserves.
- Is responsible for sharing park and program information, reminding patrons of park rules including those related to upcoming events, and patrolling of park grounds/trails.
- Work in a customer service/advisory based role, acting on behalf of and a liaison for the Bristol Parks, Recreation, Youth & Community Services (BPRYCS) Department.
- Reports violations to appropriate authorities, provides written statements.
- Performs first aid and CPR/AED.
- Responds to complaints/incidents; monitors park amenities and policies. Maintains patron counts and capacity limits; prepare/complete/submit daily reports and records.
- Coordinates pertinent agents/staff for maintenance activities.
- Updates bulletin boards, park map handouts, flyers, and printed department materials.
- Works collaboratively with and supports department staff.

Supervised By: Community Engagement Coordinator

Supervises: N/A

Knowledge, Skills, and Abilities:

- Requires High School Diploma/GED, with extensive customer service experience.
- Bilingual preferred, requires the ability to understand and converse in Spanish.
- Ability to work independently and within a team environment.
- Requires excellent written and verbal communication skills, be detail oriented, and basic level computer skills.
- Requires the ability to work in extreme weather conditions

Qualifications Profile: Demonstrated excellence in a variety of art techniques, prior experience teaching art preferred. A bachelor's degree desired, but not required.

License(s) or Certifications(s): Requires valid CT Driver License and good driving record. Must obtain First Aid and CPR/AED Certifications (City provides training).

Work Environment and Physical Demands: Regularly work outdoors for extended periods of time. Physical requirements include but are not limited to: frequently sitting, standing, walking, typing, and occasionally required to stoop, kneel, crouch, bend, lift, crawl, and reach with hands and arms. Ability to safely lift and carry up to 25 pounds or more occasionally. May require business use of personal vehicle. This list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions efficiently and productively.

Salary: \$25/hour

