

GREATER VALLEJO RECREATION DISTRICT

VISITOR SERVICES MONITOR (P/T)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To monitor scheduled activities in assigned District park; to ensure compliance with District regulations governing use of parks and facilities; to provide information to the general public; and to perform a variety to technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Visitor Services Coordinator.

ESSENTIAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Inspect and maintain assigned park area for cleanliness; identify reserved areas and place signs.
2. Monitor activities during scheduled events and ensure compliance with district regulations; enforce regulations as necessary; assist user groups; provide emergency assistance as needed.
3. As Kiosk Operator, maintain and operate Kiosk; greet and direct park visitors; provide information as necessary; accept parking fees and issue receipts.
4. Balance parking fees collected; transfer cash to Visitors Services Coordinator using established audit control procedures.
5. Respond to difficult and sensitive situations; notify emergency vehicle or police department when necessary.
6. Close and secure park.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

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Knowledge of:

District rules and regulations as they apply to park use.
District lands and boundaries.

Ability to:

Enforce District rules and regulations applicable to park rental and use.
Interact effectively with the general public and handle sensitive situations;
Direct others in emergency situations.
Operate a vehicle.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain way to obtain the knowledge and abilities would be:

Experience

Two years experience in the protection, operation, and maintenance of a park, forest or public recreation area.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions

Field environment, travel from site to site; exposure to potentially hostile environments; exposure to inclement weather conditions within park lands; work on uneven surfaces in monitoring duties.

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Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized vehicle.