

Department: Town of North Elba

Classification: Non-Competitive (Seasonal)

Grade: \_\_\_1\_\_\_

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### **SKATE PARK SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the town skate park. Duties include supervising participants, and enforcing guidelines promptly and consistently throughout the Skate Part. The incumbent works under the supervision of the Part District Manager and reports problems or needed repairs. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Accountable for receiving and recording all on-site membership registrations and daily passes;  
Communicate professionally and effectively with parents, participants and the general public;  
Responsible for participant check-in and hourly attendance;  
Checks skate ramps for safety;  
Is responsible for securing necessary supplies, materials and equipment;  
May respond to emergency situations, providing limited first aid and reports accidents immediately to appropriate officials;  
Submit accident reports/incident reports to the Park District Manager;  
May contribute to special events held at the Skate Park;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the methods, materials, equipment and practices used in the operation of a municipal skate park; ability provide conflict resolution and experience supervising youth; ability to keep simple work records; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Must be a minimum of eighteen (18) years old and have basic American Red Cross or other such equivalent First Aid/CPR certification;
- (b) Graduation from high school or possession of a high school equivalency diploma and one season of experience in an organized recreation or

athletic program; or

- (c) Three seasons of experience as defined in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (b) and (c).

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

Created:

May 31, 2007 (Pending State Civil Service Rules Approval)