


## TOWN OF WINDHAM

Position Title: Parks Ranger  
Department: Parks and Recreation  
Reports to: Parks and Recreation Director  
Classification: Non-Exempt/Seasonal-Part-time

Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Town Manager: 

### General Summary:

This is a seasonal, part-time position responsible for assisting the Parks and Recreation Director with protecting and supervising designated outdoor areas including patrolling the grounds to ensure those hikers and other trail or park users are complying with the rules of each park – including fire safety regulations and protection of the natural environment. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Director. Performance is evaluated based on daily observation and results.

### Essential Functions:

- Inspects trail and park areas for safety, damages and vandalism.
- Monitors and guides skate park participants in the safe and proper use of equipment.
- Monitors and guides skate park participants in the use of appropriate language while in the Skate Park.
- Maintains records of skate park attendance.
- Interacts with customers; refers complaints or concerns to the Director for resolution.
- Models appropriate behavior and work place standards at all times.
- Attends staff meetings and staff development training sessions, as directed.
- Deals effectively and positively with other employees and the general public regarding all aspects of the department.

### Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

### Competencies:

- Knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them.
- Knowledge of basic trail etiquette and an understanding of local park ordinances.
- Strong communication skills and the ability to establish rapport with various and diverse groups and individuals, including children.
- Attention to detail and ability to recognize potential safety hazards

Required Education/Experience:

- High School Diploma or equivalency
- Two or more years of progressively responsible experience in recreation programming, outdoor education or criminal justice
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- Valid State of Maine Driver's License with clean driving record.
- CPR/First Aid Instructor certification or ability to obtain certification upon hire.
- Availability to work evenings and weekends, as needed.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; frequently required to stand, sit, bend, and squat for extended periods; expected to lift, carry and manage equipment and supplies up to 25 pounds. Work performed outdoors; extensive walking on various terrains is required, so employee is required to be physically fit. Interaction with others via face-to-face communication, telephone, email, and written correspondence;

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.