



TOWN OF GROTTOES
invites applications for the position of:
Park Aide

An Equal Opportunity Employer

SALARY: \$15.00 - \$15.90/hour

OPENING DATE: 11/8/2024

CLOSING DATE: 12/15/2024

DESCRIPTION:

The Parks & Tourism Department is hiring for multiple positions of Park Aides. Park Aides are an entry level part-time hourly position or seasonally full-time hourly position with a hiring pay rate of \$15.00/hour. Primary responsibilities are to assist in the daily operations at Town Parks. Park Aides will assist in the maintenance of park grounds & facilities, support the gift shop/front desk operations, and assist with special events. This position may also assist Adventure/Spelunking Tour operations. Work is performed under the direction of the Parks Coordinator and Parks/Tourism Assistant Director.

EXAMPLES OF DUTIES:

Maintenance

Under general supervision, assist in the maintenance of park grounds for Grand Caverns Park and John E Painter Park. This work may involve the use of hand tools, power tools, and both light/heavy power equipment.

- Assist in general landscaping duties; mowing, weed-eating, mulching, digging, raking, leaf blowing, brush/tree removal, etc. (Training provided)
- Responsible for general cleaning of assigned areas to include but not limited to gift shop, cave entrance building, bathrooms.

May assist in maintenance of recreation fields, hiking trails, walking trails, cave gravel path, picnic shelters, mini-golf course, etc

Gift Shop/ Front Desk

The Stone Lodge at Grand Caverns Park acts as the Parks & Tourism Department's base of operations. This position supports the smooth and efficient operation of the front desk and gift shop.

- Operate cash register, responsible for general accounting duties such as balancing drawer, end-of-day reporting, etc.
- Maintain and receive merchandise for the gift shop while using best inventory practices.
- Perform point of sale duties related to gift shop, ticketing, shelter rentals, mini-golf, and special events.
- Provide exemplary customer service.

601 Dogwood Avenue • P.O. Box 146 • Grottoes, Virginia 24441
Telephone 249-5896 • 249-0256 • Fax 249-5726
www.ci.grottoes.va.us

- Enforce Park rules and regulations for visitors.
- Report public comments and/or complaints in a timely manner to the Parks Coordinator and Parks/Tourism Assistant Director

Special Events/ Festivals

Under general supervision, assist with special events and programs that range in scope and target audience. These events will include but are not limited to Easter, Grottoes Bluegrass Festival, Signature 5K Race, Cave Week, Haunted Cave, Caroling in the Caverns, Weddings, and corporate contracts.

- Provide programming, activities, support, and set-up/tear-down responsibilities as assigned

Interpretive Programming

Under general supervision, Park Aides may assist Park Rangers in the execution of interpretive programming as it relates to Adventure/Spelunking Tours

- Conduct accurate and timely cave tours for a wide range of park visitors to include school groups, boy/girl scout groups, private tours, and the general domestic and international visiting public.
- Assists in management Adventure/Spelunking tour materials and resources.

MINIMUM QUALIFICATIONS:

Minimum Requirements:

- Preferred High School diploma or GED (current students encouraged to apply), minimal experience in customer service work, and knowledge of park operations is preferred.
- Access to dependable transportation and a valid driver's license
- Availability and willingness to work a varied schedule, including days, evenings, nights, weekends, and holidays.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, requires exposure to wet, humid conditions and requires working in underground environment, working in precarious places, exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic), with many interruptions.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- Criminal background check.
- Motor Vehicle Report

SUPPLEMENTAL INFORMATION:

To Apply: Resume and Cover Letter must be submitted either in an email to ashank@ci.grottoes.va.us or delivered to 5 Grand Caverns Drive, Grottoes VA, 24441. If submitting electronically, please submit Resume and Cover Letter as a pdf and put {Job Title} in the subject line of the email. The submission of a formal job application will be required if selected for an interview for town records and a background check.

Job applications will be reviewed on an ongoing basis until all positions are filled. Interviews, hiring, and training will likely take place in two phases throughout the spring.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The Town of Grottoes is an Equal Opportunity Employer.

OUR OFFICE IS LOCATED AT:
5 Grand Caverns Dr
Grottoes, VA 24441
540.249.5705
cavernsinfo@ci.grottoes.va.us
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