

## **Marion County Park Adaptive Recreation Coordinator**

- Create a workable check-in/out process for users
- Cultivate database of potential users
- Cultivate volunteer base for program longevity
- Keep data collection information up to date and confidential
- Assist users in an enthusiastic and courteous manner.
- Oversee bike mechanic duties.
- Communicate on a regular basis with users.
- Develop and maintains accurate information
- Perform other duties as assigned by the park board.

### **Position Requirements:**

- Some previous bike mechanic experience and bike knowledge helpful, but not required..
- Managerial experience recommended.
- Ability to be autonomous, prioritize workday, multitask and be detail-oriented.
- Ability to learn in a fast-paced environment.
- Must be able to work independently
- Ability to understand and follow written and verbal instructions and take direction well.
- Acceptable appearance and demeanor.
- Ability to create an excellent customer experience.
- Good time management skills.
- Comfortable with public speaking.
- A sense of urgency and ability to hustle with user needs.
- Any combination of education, training, or experience that provides the required knowledge, skills, and abilities.

### **Compensation:**

\$12.00/hour

Contact: Email questions and applications to park board member Dan Sheridan at [danshelly@frontier.com](mailto:danshelly@frontier.com).