

CITY OF SALEM

TITLE:	Park Ranger
POSITION STATUS:	Part time, 19 hours or less, no benefits
DEPARTMENT:	Park, Recreation and Community Services
SALARY:	\$20.00 per hour
SCHEDULE:	Saturdays and Sundays, specific hours TBD

Overview:

The City of Salem Park Ranger is a friendly, informed individual from our community assigned to settings where large numbers of residents and out-of-town visitors are spending weekends in our parks. The Ranger will have enthusiasm for all that Salem offers with our visitors, provide important information about public health requirements, public services and directions with respect to appropriate activities allowed, as well as inform and assist with park rules regulations and COVID-19 compliance. The goal of the Park Ranger is to help ensure a safe and healthy experience for residents and visitors to city parks.

Job Summary:

Monitors assigned park areas to ensure safety and security for scheduled park events and daily park users. Communicates with citizens and develops positive relationships with park users and visitors by providing assistance and information. Informs of City and departmental regulations as appropriate and informs law enforcement of disturbances as needed. Communicates custodial needs to Park Operations.

Reports to:

Reports to and receives direction from the Director of Park, Recreation and Community Service or designee. Works under close supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

Specific Essential Functions:

Monitors park areas and facilities. Ensures a safe environment for all park users by acting immediately to address inappropriate behaviors by contacting appropriate staff, law enforcement or other emergency personnel as appropriate. Monitor and assist with mask compliance and other health and safety needs in city parks; writes incident reports and recommendation reports related to park use. Provides masks to visitors as needed. Notes areas where litter pickup is needed and may be asked to assist with some basic litter functions. Open, closes, and checks on public restrooms and replenishes supplies as need. May collaborate with volunteers, interns, and work study students as assigned. Performs other related work of a similar nature and level.

Knowledge, Skills and Abilities:

Excellent interpersonal skills for interaction with City staff, department staff, and the public. Ability to communicate respectfully and effectively with a diverse community using courtesy, tact, and good judgement. Ability to explain and enforce rules of conduct or other applicable rules and policies. Ability to exercise authority appropriate to various circumstances. Ability to work independently with general supervision. Working knowledge of Salem and the community's culture.

Qualifications:

High school diploma required; college degree preferred. Ability to speak Spanish preferred. At least two years' experience working in a busy environment with public interaction.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Work is performed out-of-doors in all weather conditions and may take place on uneven surfaces and terrain, exposing employee to inclement weather. The noise level in the work environment is usually moderate, depending upon the location.

While performing the duties of this position, the employee is regularly required to stand, walk, move around and interact with the public. Involves a high degree of public contact. Employee may be required to reach with the hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus.

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Qualified individuals are encouraged to apply with resume and cover letter to jobs@salem.com. Position open until a qualified candidate is selected.

CITY OF SALEM

Human Resources, 98 Washington Street, 3rd floor
Salem, Massachusetts 01970

Lisa B. Cammarata, Director of Human Resources

DATE: July 27, 2020