Job Title:	**Parks & Trails Maintenance Assistant**	**Job Category:**	Part Time
FLSA Status:	Non-Exempt/ Hourly	**Position Type:**	Seasonal
Reports To:	Asset Manager	**Supervises:**	N/A
Pay Scale:	$16 - $20/ hour		
Expected Schedule:	July – Mid September (includes weekends)		

POSITION SUMMARY

The Parks and Trails Maintenance Assistant is a Part-Time Seasonal (approx. 20 hours a week) position under direct supervision of the Asset Manager. The BSCO maintains 19 miles of public trail networks and 90 acres of public parkland. S/he will be responsible for assisting the Asset Manager in maintaining the community's park and trail assets. The Parks and Trails Maintenance Assistant will be responsible for interacting with visitors and the Big Sky community to provide information and resources while helping to promoting safe, responsible, and enjoyable use of the public parks and trails. This is a dynamic position with changing duties depending on the daily needs of the parks and trails program.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must perform these essential duties satisfactorily:

Parks & Trails Management- 95%

- Empty garbage cans.
- Clean bathrooms and ensure they are fully stocked with supplies.
- Clean up after special events and when facilities are rented.
- Keep trails well maintained and clean from debris.
- Stock dog-waste bag stations.
- Assist Asset Manager with trail maintenance projects
- Communicate regularly with the Asset Manager regarding trail maintenance issues, inappropriate uses of the trail, emergency situations, etc.
- Document trail conditions (safety hazards, erosion problems, etc.)
- Assist Asset Manager with volunteer recruitment for trail repair and maintenance projects

Other - 5%

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to BSCO's mission.
- Perform other miscellaneous tasks as needed under the direction of the Asset Manager and Parks & Trails Director.
- Be a Trail Ambassador.
- Be part of our community, developing relationships with BSCO Staff, volunteers, partners and visitors.
- Assist with educational, fundraising, and event activities as needed.

EDUCATION | EXPEREINCE | CERTIFICATIONS

- High School Diploma or Equivalent.
- Have a valid driver's license and be able to pass a driver background check.
- First Aid and/or CPR.
- Ability to work independently with limited supervision in a field environment.
- Excellent interpersonal and customer service skills.
- Combination of education and experience will be considered.

PHYSICAL REQUIREMENTS

- Must be able to work outdoors in all weather conditions, including extreme changes.
- Must be able to spend all day outside in community parks and wilderness environments.
- This position is very active and requires employees to frequently stand, walk, run, bend, or lift for long periods of time.
- Regularly required to hike uneven terrain while carrying tools and supplies.
- Vision abilities are required for driving which include close, distance, color, peripheral, depth perception and ability to adjust focus.
- Must be able to frequently lift a minimum of 60 pounds without assistance and occasionally lift up to 120 pounds with the assistance of another team member or mechanical assistance.

PERFERRED SKILLS, ABILITIES AND BACKGROUND

- Familiar with the local trail system, trail maintenance techniques, trail etiquette and best practices.
- Ability to work within and lead a team of volunteers.
- Ability to work effectively and diplomatically with people of diverse interests and personalities.
- Strong relationship building skills.
- Experience with the safe operation of hand tools, power tools, and equipment and tool operation (chainsaw, leaf blower, weed wacker/trimmer, mower and UTV operation).
- Learn to operate a variety of construction, landscaping and maintenance equipment if requested.
- Experience hiking and mountain biking.
- Passion for outdoor recreation and community involvement