Job Description: Parking Attendant

Kingdom Trail Association
The Kingdom Trail Association (KTA) is a diverse organization with a multifold program of recreation, conservation, education, economic stimulation, and regional promotion. As the organization is diverse so are the job responsibilities of its staff and volunteers. This partnership between staff and volunteers is based on trust, respect and a mutual understanding of these responsibilities. The individual employee goals and responsibilities are outlined in the following job description.

JOB DESCRIPTION: Parking Attendant

RESPONSIBLE TO/ EVALUATED BY: Operations Manager

OVERSIGHT: Traffic flow and parking oversight

TEAM COORDINATION WITH: Executive Director, Operations Manager, Trail Manager, Marketing & Events Manager, KTA Board Members, Front Desk Supervisor, Landowners, Trail Crew, Bike Ambassadors

All duties will be implemented within the goals and objectives of the Kingdom Trail Association.

RESPONSIBILITIES/TASKS:

• Maintain a high quality work standard with complete commitment to the mission of KTA
• Maintain and foster positive working relations in the local and regional community
• Provide quality customer service
• Act as traffic organizer to direct incoming customers to available parking spaces.
• Perform vehicle counts on location throughout shift to ensure lot does not overfill and relay onto supervisor when lot is close to being filled
• Immediately report any accidents, incidents or safety concerns to Manager On Duty
• Keep all signs, cones, and marker poles straight and visible.
• Ensures lots are clean and free of any debris or trash

CANDIDATE PROFILE:

• Strong organizational skills, including the ability to manage multiple tasks.
• Ability to work as a team member.
• Strong communication skills
• A passion for outdoor recreation and conservation
• Knowledge of the local area
• Great customer service skills

CLASSIFICATION AND WORK SCHEDULE:

• Hourly, Seasonal
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- Holidays and weekends are a must, weekday availability needed
- Work hours vary according to season and duties

March 2020
EGD