



## Grand Park Part-Time Operations Assistant

FLSA Status: Non-Exempt

### General Definition of Work

This position offers support to the Grand Park Operations Manager by aiding in the essential functions of the campus's daily operation. Work is performed under the supervision of the Operations Manager. Work hours for this position are directly tied to the campus's event calendar and are subject to change. Weekend availability is required. The start date for this position is on or after Monday, August 19, 2019 depending on the onboarding schedule.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

- Serves as Manager on Duty for tournament/event dates
- Assists Grand Park staff as well as event owners during the event load in/out process
- Works directly with the Client Services manager to ensure all resources are in place for events
- Assists with field maintenance and set-up for the park's daily activity
- Golf cart up-keep/maintenance
- Maintains a professional public image and aesthetically pleasing appearance of their surroundings and themselves.
- Performs all other duties as assigned by the Operations Manager and/or Director

### Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools and equipment used in building and grounds maintenance and repair; thorough knowledge of environmental best practices as they relate to facility maintenance; thorough knowledge of hazards and safety precautions associated with maintenance work; thorough knowledge of applicable codes and pertinent inspection and safety requirements; ability to recognize and diagnose problems; ability to make time and materials estimates; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to prepare maps; ability to maintain records; ability to operate motorized vehicles, including towing; ability to establish and maintain effective working relationships with Grand Park Stakeholders and the Vendors.

### Education and Experience

High school diploma or GED is required.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Weekend availability  
Valid driver's license in the State of Indiana  
CPR Certification or ability to obtain  
First Aid Certification or ability to obtain

To apply, please complete the Application form with resume and cover letter at [GrandPark.org/employment](http://GrandPark.org/employment).