



Mayor Jim Newberry

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

Division of Parks & Recreation

## **Position Available**

**Position:** Program Assistant

**Location:** McConnell Springs (near downtown Lexington)

**Pay:** beginning at \$7.50/hour (depending on experience)

**Hours:** part-time and full-time positions between hours of 9am-5pm Monday-Sunday

**For more information and applications contact:** Laurie Taylor Thomas at McConnell Springs  
(859) 225 – 4073 or [lthomas@lfucg.com](mailto:lthomas@lfucg.com)

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### **McConnell Springs Program Assistant Job Description**

#### QUALIFICATIONS:

A Program Assistant must be at least 18 years of age and have an interest in environmental education and or park land management (experience is preferred but not required). He/she must relate well to people of all ages and must be a self-motivated individual. CPR and First Aid certification must be obtained within first 90 days of employment.

#### RESPONSIBLE TO:

Park Naturalist

#### GENERAL GUIDELINES AND RESPONSIBILITIES:

- Assist with providing environmental and cultural history education programs conducted at the park.
- Assist with the development, installation and maintenance of educational displays in the Education Center/Nature Center.
- Assist with park trail checks, and with the routine and special maintenance of trails as needed.
- Assist with park land management duties that include but are not limited to mowing, weeding, invasive plant removal and tree planting.
- Assist with supervising and educating volunteers in the park for volunteer projects.
- Provide service to park visitors by greeting and welcoming them, and by answering their questions.
- Enforce park rules and policies as necessary.
- Clean and maintain the tidiness of the Education Center/Nature Center, office, restrooms and patio.
- Assist with special events conducted at the park.
- Assist with room rental set-up and break down during regular park hours.

**For Information about McConnell Springs Nature and Historic Park**

<http://www.lfucg.com/parks/mcconnell.asp>



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