

Job Descriptions & More

Directions: You will be creating two essential job descriptions for your future park or mall. Each job description needs to list responsibilities and tasks the position requires, and key qualifications of the job (specific skills and education level required). You may write your job descriptions on paper, or upload as a Google Doc.

Community Park Sample Job Titles:

Adult Sports Coordinator, Camp Counselor, Convention Coordinator, Fish and Game Warden, Outdoor Educator, Park Police, Park Superintendent, Recreation Facility Director, Resort Program Director, Stadium Manager, Camp Director, Guide, Outdoor Recreation Planner, Park Ranger, Fitness Specialist, Senior Citizens Activity Director, Tournaments Planner, Festival Director, Natural Resource Manager, Park Planner, Park Service Worker, and Program Supervisor.

Mall Sample Job Titles:

Area Manager, Assistant Buyer, Assistant Merchandise Manager, Assistant Store Manager, Associate Merchandise Buyer, Associate Product Manager, Cashier, Customer Service Assistant, Customer Service Manager, Customer Service Representative, Delivery/Bulk Merchandiser, Delivery Merchandiser Trainee, Department Manager, Director of Merchandise, Display Assistant, Display Manager, Floor Area Manager, Floor Leader, Floor Manager, Footwear Buyer, General Manager, Inventory Associate, Inventory Taker, Loss Prevention Specialist, Order Entry/Processor, Order Filler, Specialist, Promotions Coordinator, Retail Food Service Manager, Retail Management Trainee, Retail Sales Associate/Photographer, Stock Clerk, Stocker/Placer, Visual Merchandiser, Warehouse Associate - Material Handler, Warehouse Manager, or Cashiers and Stock Associates

Sample Skills:

Communication skills, Leadership skills, Adaptability and flexibility, Problem-solving, Decision-making, Creativity, Team-working, Time management skills, Willingness to learn, Technology, Honest, Motivated, Customer Service, Mathematics, Critical Thinking,

Please include *at least* the following in each job descriptions:

- Job title of the position
- Compensation (hourly wage or annual salary)
- Key Areas of Responsibility (description of what this position is required to do)
- Required skills
- Term of employment (full-time, part-time, seasonal, etc) and include if benefits are available such as medical, dental, vision, vacation time, sick leave, etc.
- Qualifications (necessary skills)
- Education level necessary

Sample job description:

Title of the position: Mailroom Clerk

Compensation: \$12.00 per hour. No over-time available for this position.

Overall responsibility: Supervise mailroom staff and interface with all levels of management regarding mail and supply deliveries

Key areas of responsibility:

- Maintain established shipping/receiving procedures
- Sort and distribute mail on a timely basis
- Maintain all photocopiers, fax machines, and postage meters
- Order, store, and distribute supplies
- Facilitate all off-site storage, inventory, and record management requests
- Document current policies and procedures in the Mail Department as well as implement new procedures for improvement
- Oversee the use of a company van when needed
- Ensure that water and paper is available for customers on a continuous basis

Required Skills:

- Organization skills
- Communication skills
- Mathematical skills
- Computer/Technology skills
- Multi-tasking skills
- Ability to lift 100 pounds
- Legible handwriting skills

Term of employment: Full-time position (Medical, dental, vision, and 2 weeks paid vacation)

Qualifications

- Strong sense of customer service
- Good organizational skills
- Ability to lift a minimum of 25 pounds
- Supervisory experience in a corporate mailroom environment
- Good driving record

Education level:

- At least a high school diploma or GED
- Associates degree preferred (compensation will increase with further education)