



Job Title	Office Attendant	Position Type	Part-Time
Department	Parks & Rec	Supervisor	Recreation Director

Job Summary

This position is responsible for serving as a park ambassador for the public from the lodge or the Recreation Office. The ideal candidate will have good character, integrity, punctuality and adaptability. Candidates should have independent judgment and initiative with basic math skills.

Responsibilities

- Helping patrons navigate the park
- Process candy and snack sales in the lodge
- Following opening and closing procedures.
- Keep accurate records of sales for inventory and deposits
- Help clean, maintain the lodge and restrooms and other buildings
- Answering phone calls and taking messages
- Pick up trash as needed
- Helping with programs and may supervise gym times at the Academy School

Job Requirements

- Applicant must be 15 years of age or older.
- Must demonstrate experience caring for youth in an organized setting.
- Demonstrate history of responsible care dealing effectively with different ages and abilities.

Employee Printed Name

Employee Signature

Date

Department Head Signature & Date:



Join the Town of Wilton’s Parks and Recreation Crew this Summer!

The department is seeking hard-working, enthusiastic, positive individuals to join the Team.

You can help build a thriving community and teach various skills to participants.

The position serves as the park ambassador to the public working from the Lodge or Recreation Office. With responsibilities including managing park access, greeting visitors, collecting fees, issue stickers, answering questions and ensure a smooth operation at the park entrance.

If you are interested or would like to find out more, please email wiltonrec@wiltonmaine.org or call at (207) 645-4825. Please also check out the Recreation Department’s Facebook page to see all the things the Recreation Department is doing in the Town of Wilton. Application and job description can be obtained at the Wilton Town Office, 158 Weld Road, Wilton, ME 04294 or at www.wiltonmaine.org.

Position will remain open until filled

The Town of Wilton is an Equal Opportunity Employer