



## Vacancies

The following are brief job descriptions for seasonal positions with the Berks County Parks and Recreation Department. If you are interested in any of these openings, please visit

<http://www.co.berks.pa.us/Dept/HR/Pages/EmploymentOpportunities.aspx> to complete an application following the instructions on the website. You may also visit the County of Berks- Human Resources Department: Services Center 8<sup>th</sup> Floor, 633 Court St; Reading, PA 19601.

### Seasonal Recreation Program Assistant

**Minimum Age Requirement:** 16 years old Seasonal Part-Time

Under the guidance of the Recreation Program Supervisor; Recreation Program Assistants provide program and office support for Department special events and programs.

The ability to plan, implement and follow through with responsibilities is essential.

- Must have excellent people and Customer Service skills, be enthusiastic, have a good work ethic, demonstrate good problem-solving abilities, are creative, fun & energetic.
- Applicants with an appreciation of nature and outdoor recreation programs will be given special consideration.
- Seeking applicant with experience with graphic design software: InDesign and Photoshop.
- Seeking applicant interested in public relations and communications.

**Availability-** Hours are flexible, must be available weekends and weeknights, as well as weekdays and some evenings.

Call 610-374-2944, ext. 2611 or  
rrichards@countyofberks.com

### Park Attendant

**Minimum Age Requirement:** 18 years old through retirees. Part-Time Year-Round positions.

- Attendants are responsible for picnic groups, meetings, wedding groups, and other special functions and events, interpreting general park rules and regulations, reservation of facilities, and assisting visitors.
- Must enjoy working with the public in an outdoor setting.
- Other duties include checking and cleaning restrooms, trash and litter pick-up, sweeping, cleaning tables, operating visitor information services, distributing brochures, and checking park facilities.
- Transportation is necessary since some attendants will be responsible for more than one area.
- Individual must be in good health.
- Proper dress is required, and individual must possess a pleasant personality.

**Availability** – Primarily weekends, summer holidays and some evenings.

Call 610-372-8939 or  
parks@countyofberks.com

## Seasonal Environmental Education Assistant

**Minimum Age Requirement:** 18 years old Seasonal Part-Time

Under the guidance of the Environmental Education Program Supervisor - Assists Environmental Education staff in programming, program prep, maintenance of demonstration areas, as well as a variety of other duties as assigned. Work is performed under general supervision of the Environmental Education Program Supervisor.

**Availability** - weekends and holidays, carry up to 50 pounds, and kneel and stand for long periods of time.

Call 484-509-2667 or  
[jbrooks@countyofberks.com](mailto:jbrooks@countyofberks.com)

## Tour Guide Attendant

**Minimum Age Requirement:** 17 years old

Tour guides support the day to day operations of the Berks County Heritage Center.

Their primary job is to lead public tours of two onsite museums, the Gruber Wagon Works and Hiester Canal Center, provide information to park patrons related to Berks County Heritage Center and the programming, activities and resources of the entire Berks County Parks System. Position operates onsite snack bar and gift shop, handles ticket/admission sales and assists with various related programs and events throughout the parks. Additional responsibilities include assisting with the management of the Heritage Center's artifact and archival collection, as well as the historic collections of the Parks Department. Position is responsible for routine cleaning and maintenance of Heritage Center museums and facilities.

Must have strong customer service skills, be able to work with visitors of all ages, comfortable with public speaking, willing to function as part of a team, be able to work independently, demonstrate good problem-solving abilities, and show enthusiasm for park events and activities. The ability to plan, implement and follow through with responsibilities is essential. Must be able to lift a minimum of 50lbs. and operate the manual rope elevator of the Gruber Wagon Works. May be required to dress in historic attire (provided) for specific programs and events.

Looking for individuals with experience or interest in or studying in areas of History, Museums, Public History, Historical Preservation, Library Sciences, or Education.

**Availability** - weekends, summer holidays and some evenings, May through October.

Call 610-374-8839 or  
[droe@countyofberks.com](mailto:droe@countyofberks.com)

## Park Maintenance/Attendant

**Minimum Age Requirement:** 16 years old through retirees. Seasonal Position.

Individual is responsible for general maintenance duties such as: grass cutting, weed whacking/pulling, trash collection, cleaning restrooms, and other related duties. This position is also responsible to assist with snack bar duties and visitor information services. Must enjoy working with public in an outdoor setting.

**Availability** - weekends, holidays and evenings.

**Availability** – Weekdays, weekends, weeknights and summer holidays.

Call 610-372-8939 or  
[parks@countyofberks.com](mailto:parks@countyofberks.com)