

**WINTERLAND
POSITION DESCRIPTION
SANTA'S HELPER**

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The Danville Chamber of Commerce and the Danville Parks & Recreation Department are seeking one or two individuals to help with the Winterland Light Show. The primary responsibility of the position is to assist the Park and Chamber in providing quality experiences for Winterland visitors and program participants.

Work Status

This position is considered a Contracted Employee for the Danville Chamber of Commerce and will be scheduled 4-5 hours per day from the day after Thanksgiving to December 30th (closed Christmas Day). This will require working during evenings, weekends, and holidays as needed.

Wage/Salary

\$10.00/hour (paid weekly)

RELATIONSHIPS

Reports to: Executive Director of Chamber and Superintendent of Parks

Supervises: Volunteers when needed

Works with: Chamber and parks staff, and the general public/volunteers

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- Providing premium functionality during operational hours.
- Money handling.
- Servicing light displays for optimal performance.
- Ability to learn and maintain electrical.
- Communicate with staff at all times.
- Safety.
- Assist in supervising volunteers during programs/special events as needed.
- Perform all other duties as assigned.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

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Physical Characteristics of Work: Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

Environmental Conditions: Work is performed in a typical in an outside environment. The worker may be exposed to temperatures in excess of 32 degrees, rain, snow or sleet for more than one hour. May be subject to stressful situations.

QUALIFICATIONS

- Money handling and counting skills.
- Basic electrical knowledge, if not have the drive to learn quickly.
- Problem solving skills.
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable and responsible.
- Be in good physical condition and have the ability to be outdoors in cold climate and rain for long periods of time
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with volunteers and the general public
- Candidates must have a valid driver's license and reliable transportation to and from work.
- Candidates also must pass a background check before start date.

TYPICAL DAY

- Check in with Park and Chamber staff prior to shift.
- 5:00pm – Check in at the park. Make sure vehicle is supplied with tools needed and has plenty of diesel.
- 5:15pm Check gatehouse for start up till and turn on heater.
- 5:20pm Lock gates.
- 5:25pm turn lights on at each panel.
- 5:45pm fix any lights that are out.
- 5:50pm greet gatehouse volunteers.
- 6:00pm unlock front gate.
- 6:05pm Continue to drive around and fix any issues or problems that could arise. Your main purpose is to enhance the quality of the light show. It is very important to monitor all light displays and have the abilities to fix them.
- 8:45pm/9:45pm (weekday/weekend) Check gatehouse volunteers and explain closing.
- Start turning off lights.
- Pick up deposit from gatehouse and turn off heater.

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- Return park vehicle.
- Leave note for any items that need fixed on Superintendents desk.
- 9:30pm/10:30pm drop deposit off at the bank.

Job Description Agreement:

By signing below I agree to all of the duties and responsibilities represented on pages 1-3.

Name: _____

Signature: _____ Date: _____

Application Requirements:

- Letter of Intent
- Resume
- Application

*Please note, upon being selected, a background check and valid Driver's License may be required.
Danville Chamber of Commerce (Winterland) is an Equal Opportunity Employer.

Please submit all required documents to the email address below:

Will Lacey
Danville Parks and Recreation Dept
49 N. Wayne St.
Danville, IN 46122
Wlacey@danvilleindiana.org

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