



# PONCHATOULA AREA RECREATION DISTRICT #1



*JOB DESCRIPTION:*  
FACILITIES ASSISTANT – PART TIME  
(Evening/Weekends)

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| <b><u>Job Title:</u></b><br>Facilities Assistant           | <b><u>Status:</u></b><br>Part-Time Non-Exempt (Hourly w/out benefits) |
| <b><u>Reports to:</u></b><br>Assistant Director-Facilities | <b><u>Revised:</u></b><br>October 2025                                |

## **Job Summary:**

The Part-Time Facilities Assistant will work evenings and weekends to support the day-to-day maintenance and operation of Ponchatoula Area Recreation District 1 (PARD1). In addition to monitoring the facilities, the candidate will assist in a variety of possible duties possibly to include minor maintenance of park buildings, grounds, playgrounds, and athletic fields, cleaning/housekeeping, assisting with events/sports including set up/break down, and other assigned duties.

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## **Essential Functions:**

- Monitors the safety of all participants in all activity areas and throughout the facilities.
  - Recognize and respond to all accidents, incidents, and emergencies.
    - Contact the appropriate emergency personnel, complete accident/incident report forms, and notify your direct supervisor and report what occurred.
  - Enforce and interpret all facility and employee policies and procedures.
  - Assist with facility and equipment setups/breakdowns for programs and events.
  - Perform light housekeeping and maintenance duties.
  - Execute all opening and closing procedures listed on the checklist.
  - Maintain a set of issued keys that are to be used in the fulfillment of duties.
  - Assist events and programs with facility workers with any operational issues.
  - When needed, maintaining common areas, assisting as needed with moving tables and chairs, and other equipment for activities.
  - Collect trash, maintain bathrooms, and clean areas around park.
  - Interact with the public, as needed, in a respectful manner to facilitate instruction for events, general park rules, issues that arise, etc.
  - Inspect rental areas after the end of an event.
  - Other duties, as assigned by supervisors, with flexibility to adapt to changing priorities and tasks.
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### **Basic Qualifications:**

- Must be 18 years of age or older, with a high school diploma or equivalent.
  - A valid Louisiana driver's license.
  - Strong verbal and written communication skills
  - Ability to work collaboratively with diverse groups, including staff, volunteers, and community
  - Availability to work occasional times outside of normal schedule for special events and meetings.
  - Flexibility working differing schedules week to week (based on needs).
  - Frequently communicates with the public, staff, and vendors, and must be able to exchange information clearly and professionally.
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### **Physical Demands & Work Environment:**

- Occasionally required to lift and/or move items up to 50 pounds. May be exposed to varying weather conditions when assisting with outdoor events.
- Work hours will include evenings, weekends, and holidays based on sports/rental schedules and/or special event needs.
- Fast-paced, collaborative environment requiring adaptability and frequent interaction with the public
- The noise level in the work environment may vary from quiet in office settings to moderate or loud during events or in active park areas.
- Ability to sit, stand, walk, bend, and lift for extended periods during events or outreach activities
- Visual and auditory ability to respond to critical incidents and interact with the public
- Ability to work both indoors and outdoors in varying weather conditions
- Exposure to outdoor conditions including heat, cold, rain, and uneven terrain during events and site visits

This position plays a vital role in providing quality recreational programming to the community, ensuring well-maintained facilities, and fostering an inclusive and engaging environment for participants of all ages. This position will mainly be scheduled for evenings/weekends shifts but could include possible daytime hours, as available/needed, and/or for special events or meetings. Closing time in evenings will fluctuate depending on sports/events scheduled at the park and may be as late as 8-10pm.

Please e-mail your application and resume to [wesleyf@pard1.com](mailto:wesleyf@pard1.com)