



## City of Maupin

507 Grant Ave.  
PO Box 308  
Maupin, Oregon 97037

541-395-2698  
cityhall@cityofmaupin.org  
cityofmaupin.org

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### Position Available

**Posting Date:** June 14, 2024

**Closing Date:** June 21, 2024 or until position is filled

**Anticipated Start Date:** June 24, 2024

**Job Title:** Parks Assistant

**Department:** Parks

**Salary Range:** Part-time (12-20 hours a week), seasonal, \$15.00 per hour

**To apply:** Please send a resume, cover letter, and a completed City of Maupin employment application form to Maupin's City Hall. Applications can be mailed to PO Box 308, Maupin, OR 97037, dropped off at the City Hall front desk, or emailed to [cwolfe@cityofmaupin.org](mailto:cwolfe@cityofmaupin.org). Please call City Hall with any questions, 541-395-2698.

#### General Statement of Duties

The City of Maupin is recruiting a temporary Parks Assistant to help maintain and operate Maupin's parks and public facilities during the summer.

#### Supervision

This is a staff position within the City of Maupin and is directly supervised by the Parks Manager.

#### Duties

- Assist the Parks Managers with daily facilities tasks at the parks and public facilities of the City of Maupin, including Maupin City Park, Mountain Fir Community Park, Kaiser Park, and restroom facility on Deschutes Avenue
- Perform other duties as deemed necessary by the Parks Managers
- Perform some clerical duties such as taking phone calls and reservations

#### Requirements

- Must possess a valid driver's license
- Must be able to regularly lift up to 50 pounds
- Employees are required to follow pre-employment physical, drug screening, and criminal background checks per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin

**Equal Opportunity Employment:** The City of Maupin is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.