

**Facility Specialist (Tom O’Leary Golf Course/VFW Sports Center)  
Bismarck Parks and Recreation District**

The Bismarck Parks and Recreation District is accepting applications for a full-time Facility Specialist for the Tom O’Leary Golf Course/VFW Sports Center. This position will provide safe recreational opportunities while enforcing regulations at a public golf course and an ice arena. The position is responsible for supervision of the assigned facilities, aiding and assisting individuals and groups utilizing the facilities and programs within the policies, procedures, and guidelines of the Bismarck Park District.

The employee is directly accountable for his or her own actions or inaction. Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

The position requires an Associate’s degree with 24 months of experience or a Bachelor’s degree with 12 months of experience. Degree and experience must be in fields related to the job description. Also requires a valid driver’s license for the type of vehicle driven, the ability to lift 30 pounds alone or heavier lifting with other employees and the ability to stand for 2-4 hours at one time.

Preferred qualifications include a Bachelor’s degree in a field related to the job description and/or additional experience related to the job description and/or related certifications including PGA certification, arena management and/or first aid/CPR/AEDs.

Starting bi-weekly salary range is \$1,827 - \$1,875 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on April 18, 2017 or until filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at [www.bisparks.org](http://www.bisparks.org).

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