



It is the mission of the Cannon Valley Trail Joint Powers Board to manage the Cannon Valley Trail within our abilities and resources while providing for a diverse and high quality experience.

Job Title: Weekend Trail Attendant

Wage: TBD

Job Type: Seasonal (April 1-Oct 31)/ Part-time.

Days/Hours: Saturdays and Sundays: 10:00-3:30
May include some holidays

This position performs a variety of customer service tasks in the operation of the Cannon Valley Trail in a manner that assures an efficient, safe and clean operation while providing trail visitors the highest quality service possible.

Essential Duties and Responsibilities:

1. Greet trail visitors and provide information at an assigned location.
2. Open and close the self purchase stations.
3. Sell daily and seasonal passes and merchandise to the public.
4. Follows prescribed cash handling and daily record keeping procedures, completes necessary forms and maintains assigned cash box according to CVT requirements.
5. Keeps assigned work area clean, orderly and free from hazards.
6. Maintains a pleasing and friendly environment for the trail visitors.
7. Performs other related duties as apparent or assigned.
8. Strive to make every contact with the public a positive experience!

Qualifications:

1. Must be at least 16 years of age.
2. Must be able to anticipate the needs of trail users and provide appropriate instruction and assistance. Apply common sense understanding to carry out simple written and verbal instructions.
3. Ability to be diplomatic and pleasant when enforcing CVT rules and regulations.
4. Ability to organize, prioritize and complete a variety of work tasks.
5. Ability to develop and maintain effective working relationships with trail guests and visiting organizations.

Physical Demands:

1. The CVT employee is frequently required to stand, sit, walk, balance, stoop, crouch, twist and bend. The employee might occasionally lift and/or move up to 25 pounds.
2. The CVT employee may work in weather conditions with possible exposure to cold, wind, or rain.
3. Performs other tasks or direction from the Trail Manager or Weekend Supervisor.