



## Town of Kremmling

P.O. Box 538  
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Kremmling is located in beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

<b>Keywords:</b>	Part-Time, Park Maint., Recreation, Cemetery
<b>Reports To:</b>	Town Manager (Administration Department)
<b>FSLA:</b>	Hourly, Part-Time (20-30 hours per week)
<b>Starting Pay Range Depending on Qualifications:</b>	\$20.00 - \$23.50
<b>Salary Range:</b>	\$ 21.63 - \$ 28.85 per hour

### **Pay and Benefits:**

Part-time temporary employees are not eligible for sick/PTO time benefit at 1 hour per 30 hours worked minimum. The hiring range for the position is \$20 -\$23.50 depending on qualifications and experience.

### **JOB SUMMARY:**

Performs a wide range of recreational programs, services and activities for citizens residing in the Town of Kremmling and those in surrounding areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Kremmling retains the right to modify or change the duties or essential functions of the job at any time.*

Organizes and schedules a broad range of programs for adults and children, including trips, events and activities, ensures facilities and services are well coordinated and prepared for use. Studies local issues and develops short- and long-range plans to meet cultural, leisure-time and recreational needs for the community. Coordinates registrations and enrollments for all recreation programs, safeguarding funds received from registrations. Prepares, submits and the recreation budget in coordination with the Public Works Department to the Town Manager. Assists the Town Clerk in managing the cemetery and providing materials to the public about the cemetery. Develops annual and monthly calendars for upcoming programs, communicates upcoming programs to citizens. Grant writing and administration. Recruiting, developing, training and coordination of volunteers. Responsible for care and condition of Town owned recreation equipment. Occasionally assisting with general front desk operations including answering the phone and assisting walk-in customers. Occasionally assist the Public Works department in coordinating funeral arrangements or other duties as assigned.

### **EXPERIENCE AND TRAINING:**

**Minimum Education:** High School diploma required; Associates Degree in Recreation Management or equivalent is desired. One to three years related experience with training and/or experience, or equivalent combination of education and experience.

**Special Training or Experience:** Computer experience and good customer service skills are essential. Preferred knowledge of Microsoft and google drive systems. Must be able to pass a background check and always provide a satisfactory driving record as a condition of employment.

### **REPORTING RELATIONSHIPS:**

**This Position Reports to:** Town Manager

**This Position has Supervisory and/or Management Responsibility for:** Supervises and oversees the work of volunteers.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively. Ability to read and interpret documents. Ability to respond to common inquiries, handle complaints, effectively present information to Town personnel and general public, and write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio and percent.
- Knowledge of the computer and accuracy required in computer word processing and spreadsheet.
- Must demonstrate strong customer service skills.
- Must be available to work evenings and/or weekends as needed.

### **EQUIPMENT USED:**

Vehicle, telephone, computer, copiers, fax, typewriter; and similar other business/office equipment.

### **To apply**

Send the Town of Kremmling employment application, resume, and cover letter to P.O. Box 538, Kremmling, CO 80459, or by email to [manager@townofkremmling.org](mailto:manager@townofkremmling.org). Application packets may also be hand-delivered to 200 Eagle Ave. Kremmling, CO 80459, Open until filled and will be closed at any time. To view the full job description and for other information please visit us at <https://townofkremmling.colorado.gov/i-want-to/apply-for-a-job>

### **Working Conditions**

- Frequent contact with employees and the public
- Must be comfortable working with people regarding sensitive information
- Requires ability to perform multiple tasks at one time with frequent interruptions
- Work is performed with extended periods indoors and outdoors
- Exposed to some hazards that are associated with operating heavy equipment and machinery. There is exposure to injury or accident
- Frequent sitting, standing, lifting, walking, pulling, grabbing, kneeling,
- Operate standard office equipment requiring continuous or repetitive hand/arm movements
- Vision enough to interpret computer screens and documents to assist the public and complete work assignments; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Frequent physical effort that includes: stooping, kneeling, crouching, crawling; frequent standing or walking; frequently lifting and/or moving at times at least 40 pounds and occasionally lifting and/or

moving more than 40 pounds; maintaining arms and hands in the same position for repetitive tasks and frequently working with light objects and light hand tools

### **Conditions of Employment**

- Must pass criminal history check.
- Must pass motor vehicle records check.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.