

# LEVYPARK

## Program Attendant

Levy Park Conservancy (LPC) is seeking part-time (16-29 hours/week) Program Attendants for Levy Park. Levy Park is a vibrant urban space located in the heart of the Upper Kirby District of Houston. The park's thoughtful design features activity areas, a dog park, a community garden, the Children's Park, and beautiful landscaping. Accenting the grounds are free, year-round passive and active programming in wellness, the arts, education, and recreation. Whether visiting the park for a special event, program, picnic, play date, or to enjoy the outdoors, Levy Park is an inclusive space to connect, experience, do, and play.

The Upper Kirby District Foundation dba Levy Park Conservancy, is the nonprofit organization responsible for the maintenance, operation, and programming of Levy Park, a public City of Houston Park. For more information about Levy Park, please visit [www.levyparkhouston.org](http://www.levyparkhouston.org).

*Program Attendants report to the Program & Events Manager.*

### The Role

- Act as a host for the park, engage with visitors, and facilitate positive visitor experiences.
- Be familiar with and able to discuss park grounds, activities, and rules; assisting with rules enforcement when necessary.
- Support active programs by coordinating with program partners, setting up program needs (sound system and equipment), taking photos, record keeping, and participate when necessary.
- Maintain the park's passive program assets by keeping them clean, stocked, and in good condition.
- Assist with Levy Park signature events, event rentals, and family celebration reservations coordinating with staff for park needs.
- Support maintenance of the park by removing litter and cleaning park furniture and other assets.
- Assist with other duties as assigned.
- Consistent, timely attendance is an essential function of this job.
- Ability to work weekends, evenings, and holidays

### Desired Skills and Experience

- Dependable, responsible, detail-oriented, flexible, adaptable in a dynamic environment.
- Ability to read, understand, and complete written and verbal requests and work assignments
- Strong oral communication and interpersonal skills with an ability to communicate effectively with the public and co-workers.
- Experience or interest in customer service, recreation, horticulture, communications, education, health and wellness, or events management.
- Ability to represent the park with a high level of integrity and professionalism, adhere to park policies and support management decisions in a positive, professional manner.
- Ability to perform work as a member of a crew, or individually, as assigned.
- Ability to work outdoors in a public setting during all seasons and in varying weather conditions.

### Compensation

Starting at \$13 per hour

To apply, please email your resume to [info@levyparkhouston.org](mailto:info@levyparkhouston.org) with the subject line "Program Attendant Position".