



**GREENFIELD**  
PARKS &  
RECREATION

**POSITION:** Riley Home Hostess/Interpreter

**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Parks Director  
**WORK SCHEDULE:** 11:00 a.m. - 4:00 p.m. Tue-Sat during season; some evenings, and weekends and holidays}

**DATE WRITTEN:** May 2002                      **STATUS:** Part-time  
**DATE REVISED:** February 2022                      **STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

**Main Focus:** To make visitors feel welcome and to educate the public by interpreting the life and writings of James Whitcomb Riley, the era in which he lived, and how his works influence and relate to modern times. Able to handle money and operate the cash register.

**DUTIES:**

- Handles money and operates cash register.
- Greet people with enthusiasm. Be enthusiastic and flexible, as well as having a welcoming and professional presence. They should be comfortable speaking to small and large groups of people of all ages. This position assumes an appreciation of history and poetry.
- Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc.
- Performs related job duties as assigned.
- Turn the alarm system on when you arrive and reset when you leave.
- Communicate with Parks Department as needed.
- Check answering machine each morning. Take down tour information on sheet provided. Call person back if necessary.
- Housekeeping duties as needed.
- Find a replacement if you cannot meet your scheduled time.
- Inform Parks Department of any type of supplies needed.
- Work order forms are to be filled out and put with the deposit money bag.

**JOB REQUIREMENTS:**

- Must have retail/cash register experience.
- Must be able to communicate with the public.
- Must be able to communicate with school age children.
- Must be able to work April – October each year.

- Hours are 11am – 4pm Tuesday – Saturday.
- If we have school tours that would like to have a tour at 10am or on a Monday, we will work around this, but try and schedule tours for when we are open.
- Work at least 3 days a week with one to two Saturday’s a month.
- Specialized knowledge of work methods used and the ability to relate this knowledge to others. This includes the proper safety procedures to use in specific maintenance work.
- Assist with collection, care and cataloguing as needed.
- Complete opening and closing procedures as detailed in additional paperwork.

**Difficult of Work:**

Incumbent must be able to climb stairs, stand for a long period of time, be energetic when giving tours, knowledgeable in the history of James Whitcomb Riley and be able to share facts and details about his life in Greenfield.

**Responsibilities:**

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with Director or Riley Home Coordinator unusual/unprecedented situations. Incumbent’s work is reviewed primarily for attainment of department goals and objectives.

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Riley Home Hostess for the City of Greenfield Parks and Receptions Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?  
 Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
 Applicant/Employee Signature

\_\_\_\_\_  
 Date