

**Comal County  
Water Oriented Recreation District  
Job Description**

**Job Title:** Operations Assistant, Full time  
**Salary:** \$42,000+ per year; *dependent on qualifications and experience*  
**Hours:** Variable by season – Generally heavy in summer, weekends mandatory from mid-May through Labor Day. Summer hours may be very heavy, including up to 6-7 days per week some weeks, some days at 8-12 hours per day. Winter hours standard 40 per week, Monday-Friday with occasional weekend work.  
**Reports To:** Water Oriented Recreation District (WORD) Operations Manager  
**Location:** Canyon Lake, TX  
**FLSA Status:** *Salary – Non-Exempt*  
**Benefits:** Benefit package provided includes medical, dental, vision, etc. for employee. Retirement program includes 2:1 company match up to 7% of salary. Compensatory time accrued for all hours over 40 per week at time and a half. Comp time may be taken off during slower times.

**SUMMARY**

Responsible for assisting with all WORD Operations at the discretion of the Operations Manager and/or General Manager. Regular weekend work required.

**SUPERVISION RECEIVED**

Works under direct supervision of the Operations Manager and/or GM. May also receive supervision and direction from the WORD Board member serving as Personnel Director or the entire WORD Board of Directors, acting as the result of Board decision.

**SPECIFIC DUTIES:**

- Contract compliance checks throughout district, both on-water and roadways/boat ramps including Smartsheets logs.
- Organize and lead environmental education teams.
- Assist with planning and running anti-litter campaign, invasive species checks – River and Lake
- Nonprofit coordinator and member (planning and executing events and meetings) with entities such as Keep Canyon Lake Beautiful, South Central Texas Water Safety Coalition, etc.
- Assist with large event organization and operations.
- Answering office phones and supporting office staff.
- Cover shifts throughout District in Operations and Parks as needed.
- Supervise Interns' District studies and research projects.
- Management of Social Media – multiple social media sites: create content, manage posts, respond to comments on posts and through the MetaBusiness Suite and WORD and KCLB websites.
- Ability to speak in front of various sized groups including community outreach.
- Other duties as required by WORD.

**GENERAL DUTIES**

- Working at the discretion of the Operations Manager and General Manager to promote a healthy relationship among Park visitors, Comal County residents, business owners, visitors/tourists, and the general public through education and providing a positive environment.
- Carrying out policies, directives, and mandates of the Board as directed by the General Manager and Operations Manager.
- Attendance and input/setup as required on any standing and specially appointed committees and Board meetings of the District to ensure knowledge of all WORD matters.
- Create and implement special programs and projects to achieve objectives of the District.
- Promotion of environmental and natural resource sensitivity.

- Performing such other duties and functions as required by the needs of the district as directed by the General Manager or established by the Board of Directors.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position or is assigned by the General Manager, Operations Manager, or Board of Directors.

**Reporting Relationship:** This position reports directly to the WORD Operations Manager.

### **QUALIFICATIONS**

Education: High School Degree/GED

### **EXPERIENCE - REQUIRED SKILLS**

- Kayaking knowledge and ability.
- Ability to lift a minimum of 50 pounds.
- Ability to operate UTV and full-size pickup truck.
- Valid Texas driver's license with safe driving record.
- Cheerful, customer-oriented demeanor.
- Ability to withstand long days in Texas summer heat and all other weather conditions repeatedly.
- Conflict resolution.
- Professional written and oral communication skills.
- Interpersonal skills.
- Ability to multitask.
- Ability to handle high levels of stress.
- Customer service.
- Detail oriented.
- Ability to work individually and as a team.
- Problem solving/troubleshooting issues of all types.

### **SPECIAL SKILLS:**

- Outdoor water recreation knowledge a plus. (e.g. swimming, rafting, canoeing, fishing, general boat & water safety)
- Ability to swim across the river or equivalent distance in a swimming pool (not required if applicant is lifeguard certified by Red Cross, EMS, or White-Water Rescue - must produce current certification).
- Spanish speaking knowledge a plus.

### **CERTIFICATES, LICENSES, REGISTRATION**

- Valid Texas driver's license.

**THIS JOB DESCRIPTION IS NOT A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF WORD ARE EMPLOYEES AT WILL. THE BOARD OF DIRECTORS AND/OR GM OF WORD RETAINS THE RIGHT TO MODIFY OR AMEND THIS JOB DESCRIPTION AT ANY TIME.**

*WORD of Comal County is an **Equal Opportunity Employer** and does not discriminate in its employment practices on the basis of age, race, religion, sex, color, national origin or disability. If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selection process, please direct your inquiries to the Human Resources Generalist at (830) 907-2300 or [tiffany@wordcc.com](mailto:tiffany@wordcc.com).*