



Position Title

Park Ranger (Part-Time)

Position Summary

Overton Park Conservancy (OPC) seeks a Park Ranger to support the Conservancy's mission to foster a beautiful, safe, and welcoming park by providing operations support and exceptional customer service to all park visitors. This position works with significant autonomy and requires strong independent judgment, self-direction, and consistent communication and follow-through on a structured schedule of duties. This position is expected to work primarily on weekends, typically with a Friday – Monday schedule. Specific schedule adjustments will be coordinated with the Operations Manager, who will also manage this position.

Primary Responsibilities

Visitor Experience & Customer Service

- Interact with park users through education and encouragement to promote responsible and respectful use of park amenities.
- Monitor trails, picnic areas, pavilions, and public park areas via foot, bicycle, and/or golf cart.
- Greet rental customers, confirm reservation details, and ensure facilities are clean, stocked, and ready upon arrival; ensure park features are properly secured and stored following rental events.
- Maintain a positive working relationship with the janitorial and landscaping crews through daily check-ins and provide additional operational support when needed.
- Communicate with the Memphis Police Department, Memphis Fire Department, Overton Park Conservancy team and/or other agencies as needed should security concerns arise.

Facility Inspections & Maintenance

- Conduct comprehensive weekly parkwide facility inspections—including pavilions, playgrounds, restrooms, gardens, and trails—using a detailed checklist to identify damage, vandalism, or maintenance needs.
- Help maintain park cleanliness by picking up litter, emptying trash receptacles, restocking restrooms, and replenishing dog waste bag stations on a regular basis.
- Clean water fountains, leaf-blow paved roads, trails, and playground surfaces, and perform other park maintenance as necessary.
- Maintain the Ranger Observation Journal, documenting park activities, usage trends, busy periods, and observations on visitor education; report trends and insights to OPC staff regularly.
- Communicate with the janitorial contractor on weekends regarding rentals and park needs.
- Perform seasonal trail maintenance including inspecting, clearing, and repairing wooden footbridges; replacing limestone in eroded areas; and coordinating volunteer trail maintenance days.

Events, Programming, & Volunteer Support

- Coordinate routinely with OPC staff to prepare sites for weekend events and facility rentals. Cross-train with the Community & Business Development Manager to understand and provide backup coverage for the facility rental process.
- Assist with outreach, planning, set-up, execution, tear-down, and close-out of a variety of weekend programming, volunteer, and fundraising activities hosted by OPC.
- Assist the special volunteer activities and the volunteer invasive species removal team, ensuring volunteers have proper tools, instructions, and supervision.

Qualifications

Required

- Demonstrated ability to work independently and manage time effectively with minimal direct supervision.
- Strong interpersonal and customer service skills; ability to engage positively with a diverse public.
- Physical ability to perform outdoor work in all weather conditions, including extended walking, cycling, lifting (up to 25 pounds), and operating motorized park vehicles.
- Ability to manage basic digital tools including work order software and data entry platforms (training provided for Smartsheet and Cartegraph).
- Valid Tennessee driver's license, or ability to obtain one within six months of hire.

Preferred

- Experience in parks, recreation, environmental education, or a related field.
- Familiarity with basic facility maintenance, trail stewardship, or grounds management.
- Experience with volunteer coordination or community engagement.

Typical Working Conditions: Work is performed in an outdoor environment in all outdoor weather conditions including exposures to dust, pollen, noise, etc. Work involves contact with the public. Requires the ability to operate equipment such as computers, handheld devices, and smartphones. Ongoing daily technology communication with supervisor and daily written reports. Work schedule includes working primarily weekends, and occasionally evenings and holidays.

Compensation & Benefits

This is a part-time, hourly, non-exempt position requiring 12-24 hours per week. Starting pay is \$18-20 per hour, commensurate with experience. OPC offers a competitive benefits package including paid time off and paid holidays.

How to Apply

To apply, please email a resume and cover letter to hr@overtonpark.org.

Overton Park Conservancy is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly encourage applicants from a wide range of backgrounds, identities, and experiences to apply.