

Park Attendant



FLSA STATUS: Non-Exempt/Non-Union/Seasonal Part-Time/Hourly

REPORTS TO: Assistant Director of Parks & Recreation

POSITION SUMMARY:

The Park Attendant is responsible for the nighttime and weekend operations of Hempfield Park. This position is a seasonal position within the department of Hempfield Township Parks & Recreation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Handle the nighttime and weekend operations of Hempfield Park, including answering questions from phone calls and walk-ins, handling general park issues, troubleshooting any rental problems, performing basic field and building maintenance as needed, and monitoring safety and security within the park & Athletic Complex.
2. Properly close park at the end of each night by following given closing procedures.
3. Provide support for other Parks & Recreation or Township events, such as Community Days, special events, etc.
4. Provide other services and perform other tasks as requested or assigned by the Director of Parks & Recreation, Assistant Director of Parks & Recreation for Facilities & Sports, and/or Township Manager.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Minimum of a High School Diploma or GED and 3 – 5 years' experience working in public setting.

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES:

The individual must possess the following skills and abilities or be able to demonstrate that he/she can perform the essential function of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

1. Must demonstrate good written and verbal communication skills and interpersonal relations.
2. Ability to handle multiple tasks at one time, and devise solutions to immediate problems without much time for consideration.
3. Must possess a general understanding of recreational programs and how they are conducted.
4. Valid PA driver's license and the ability to travel.
5. Skills in operating a personal computer with a general understanding of word processing, spreadsheet preparation, database development, file maintenance, and the ability to learn other computer applications.
6. Understanding of the English language.
7. Must obtain Act 34 Clearances, CPR, and First Aid Clearances within six weeks of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed about 100% in the facility. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or listen; sit; use hands to finger, handle, feel, or operate objects, equipment, or controls; reach with hands and arms. The employee must have a valid driver's license and a safe driving record. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is an athletic facility environment. Occasional opportunities will be available for daytime or main office coverage. The scheduled work is after 4:30 pm during the week and anytime on weekends.

The duties listed above are intended only as illustrations of the various type 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVED: October 27, 2014