

Park Attendant Job Description

Hours: Week ~ evenings
Weekend Saturday and Sundays
Average Hours: 20 hours per week
Rate: \$ 10.00 per hour

Position Title: Park Attendant

Status: Seasonal (March - October), Non-Exempt

Purpose of Position: Protect, secure, and maintain Penllyn Woods and Penllyn Park, a multi-purpose active recreation facility in Lower Gwynedd Township.

Essential Job Functions: The Park Attendant will be responsible for the general maintenance tasks and observation of Penllyn Woods and Penllyn Park assisting park users.

Duties Include:

Facility Maintenance:

- Daily sweeping of court and pavilion areas
- Daily pick-up of litter throughout both park facilities
- Opening and closing of the Penllyn Woods Community Building and rest-rooms when applicable.
- Daily survey of park facilities to note vandalism and/or needed repairs
- Emptying of trash receptacles as needed and replacing can liners
- Daily cleaning of the restrooms in the Community Building
- General cleaning of the community building including vacuuming, mopping and wiping down high touch areas.
- Communicate immediate concerns to the Parks & Recreation Department
- Report all necessary repairs to the Parks & Recreation Department
- File daily activity and cleaning logs
- Daily check of the port-o-johns

Recreation Responsibilities: The Park Attendant will assure the proper and fair use of Penllyn Woods and Penllyn Park facilities by all patrons.

Duties Include:

- Checking pavilion use permits when applicable
- Checking the Penllyn Woods Community Building permits
- Would need to work any Township sponsored events held at either park.

- ❑ Checking permits by sports groups.
- ❑ Ensure the park facilities are being used properly (i.e. basketball courts, baseball fields, soccer fields, tennis courts, pavilions, playground equipment, and walking trails
- ❑ Directing park patrons to the Parks & Recreation Department for rental and other program information

Security Responsibilities: The Park Attendant will be responsible for providing the necessary security for all park patrons and for the facility.

Duties Include:

- ❑ Prevention unauthorized vehicles entering prohibited areas.
- ❑ Prevention of the use of obscene language and physical arguments to the best of his/her ability.
- ❑ Enforcement of all park rules & regulations
- ❑ Monitor tennis and basketball courts and control court usage during crowded times.
- ❑ Administer First Aid and alert proper emergency personnel in the event of an accident or incident
- ❑ Securing the park in the evenings

Job Requirements:

- ❑ Minimum age - 18
- ❑ Communicate effectively with the public
- ❑ Must be able to lift between 20 and 30 lbs.
- ❑ Must be observant, and detail oriented