

Job title	<i>Park Attendant</i>
Reports to	<i>Whitpain Township Parks and Recreation Director, Assistant Director, and Program Coordinator</i>

Job Objective

Protect, secure, and maintain Wentz Run Park, a 70-acre multi-purpose active recreation area in Whitpain Township. Additionally, may be asked to monitor the Whitpain Dog Park, 1527 Yost Road, Blue Bell.

Duties and Responsibilities

Responsible for the general maintenance of Wentz Run Park, assure the proper and fair use of Wentz Run Park facilities by all patrons, and provide necessary security for patrons and facility.

Maintains park cleanliness

- Sweep and hose down pavilion, gazebo, and basketball and tennis courts, when necessary
- Sweep, wash, and sanitize restroom facilities, replenish paper supplies, empty trash and sanitary receptacles daily
- Pick up of litter
- Empty trash receptacles as needed and replace bags
- Refill bags at pet waste stations

Conduct inspections

- Inspect playground and exercise equipment daily and submit inspection sheets
- Survey park facilities to note vandalism and/or needed repairs
- Submit accurate and detailed check-off lists and report all necessary repairs to the Director

Monitor the park

- Prevent motorized vehicles from entering prohibited areas
- Check field and pavilion use permits
- Prevent the use of obscene language and physical arguments
- Enforce all park rules, regulations, and ordinances
- Assist park users with information, parking, and location of facilities
- Unlock and lock restrooms daily
- Alert proper emergency personnel in the event of an accident or incident

Prepare rental areas

- Prepare pavilion, concession pavilion, courts, and fields for scheduled events
- Clean-up after rental area events
- Assist renters with any associated needs
- Monitor parking

Manage supply inventory

- Organizes and conducts inventory of supplies in the storage shed and concession stand
- Reports supply shortages to director

Assist during special events

- Direct parking and traffic during events at park
- Aide in event set-up and break-down
- Help with concession sales and/or cooking, when necessary

Performs other duties as deemed appropriate by the Parks & Recreation Director

Required Qualifications

- Minimum age – 18
- Communicate effectively and professionally with public
- Ability to lift 30-50 pounds
- Must be observant and self-motivated
- Valid driver's license

Working Conditions and Location

Location is outdoors at Wentz Run Park. A motorized utility vehicle is available to assist with duties; foot patrol is also necessary at times.

Physical Requirements

Must be able to lift 30-50 pounds, work outside in hot and cold conditions, and stand for an extended period.

Compensation

Starting pay is \$9/hour.

Direct reports

Under the direct supervision of the Parks and Recreation Director, Assistant Director, and Program Coordinator

Submit application to park&rec@whitpaintownship.org.

WHITPAIN TOWNSHIP

Employment Application Short Form

FOR OFFICE USE ONLY		
POSITION	RATE	DATE
_____	_____	_____

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/ Unit #		
City		State		ZIP		
Phone			Cell Phone			
Date Available			E-mail Address			
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

EDUCATION

High School				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

PREVIOUS EMPLOYMENT

Company				Phone			
Address				Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$		
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$		
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary	\$	Ending Salary	\$		
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a disability, or any other legally protected status.