

County of Berks

POSITION DESCRIPTION FORM

Position Title: Park Attendant (Part time)

Department: Parks & Recreation Department Reports To: (Title) Park Ranger Supervisor

Wage Category: Exempt Non-Exempt

EEO-1 Category: _____ Union Classification: _____

POSITION SUMMARY:

Park Attendants are part time year round and seasonal employees that are responsible for overseeing all picnic reservations, meetings, wedding groups and other outside special functions ie: fundraising walks, runs; that occur at any Park facilities. The Park Attendant serves as the front line contact with the public and is required to assist Park patrons and visitors with information and direction. Park Attendants also assist Park Rangers with parking and other duties as needed. The Attendant must enjoy working with people, be available on a varied schedule working evenings and weekends and holidays, primarily in the summer season. Attendants will be scheduled to work at different Park locations, including overseeing operations at the Stonecliffe Recreation Area and Action Park, Gring's Mill and all other Department facilities.

POSITION RESPONSIBILITIES:

Essential Functions

- Ensure all group reservations are checked in and needs of groups are met and serves as liason between Parks & Recreation Department and renters.
- Trash removal and pick up in areas
- Check and clean restrooms
- Assistance at special events held in Parks; ie: parking cars, provide support of groups; collecting Parking donations.
- Provide visitor information services.
- Lock and unlock facilities for group reservations.
- Work with Park Rangers to provide guidance to patrons in following park rules and regulations.
- Perform safety inspections of the Action Park equipment and surfaces prior to opening.
- Grounds keeping duties which may include weeding, branch pick up and removal, sweeping.
- Ability to troubleshoot event issues and be able to adapt to changing needs.
- Maintain record of work performed, report all facility needs and issues.

Non-Essential Functions

- Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. certification.
- One (1) year of job related experience or training (ie: parks & recreation, customer service)
- Valid Pennsylvania driver’s license.
- Possession or ability to obtain CPR/AED or First Aid certification.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent positive public relations and customer service skills.
- Must enjoy working with the public
- Ability to adapt to changing departmental needs and priorities.
- Self-starter with the ability to work independently as well as part of a team.
- Must be able to work primarily weekends, evenings and holidays.

PHYSICAL DEMANDS:

- Ability to work extended hours – sometimes 12-16 hours.
- Ability to stand for long periods of time.
- Ability to lift 50 lbs., bend, stoop, climb and reach.
- Ability to walk at various intervals.

WORKING ENVIRONMENT:

- Required to work outside and be exposed to variable weather conditions.
- Position will require varied work shifts to ensure park coverage throughout the year including weekends, holidays and evenings.

This position description reflects management’s assignment of essential functions; it does not prescribe or restrict the functions that may be assigned.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

