INFORMATIONAL POSTING

TITLE: Park Steward
      Department of Parks & Recreation

RATE: $10.00 per hour

SUMMARY:
This is a position of considerable responsibility. The employee in this position is responsible for monitoring park usage, providing information, enforcing regulations and providing for a safe, clean and enjoyable recreational experience at Township Parks.

SUPERVISION RECEIVED:
Works under the general direction of the Recreation Program Coordinator, Recreation Supervisor and ultimately the Director of Parks & Recreation.

ESSENTIAL FUNCTIONS:
Assures maximum safety of general public using Township parks at all times.
Maintains proper discipline of public at all times.
Monitors park permits.
Enforces all regulations concerning parks, including specific facilities.
Maintains the cleanliness of the comfort stations and the parks in general.
Assists in enforcing Township ordinance concerning Township parks.
Provides friendly, helpful and courteous service to members of the public and fellow employees in the performance of duties.
Participates in training programs as determined by the Director of Parks & Recreation.
Reports daily to the Department of Parks & Recreation to review permits and any ongoing activities or issues.

PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER
POSTED 2/27/2020
Maintains Activity/Visitor information by verification of permits and maintaining general attendance counts.

Patrols park areas and facilities, on foot and/or by driving, on a scheduled basis to ensure safety and adherence to rules and regulations. Note any damage or necessary repairs on Daily Report and report them to the Department of Parks & Recreation.

Communicates with the Police Department as need.

Provides detailed information utilizing existing report forms.

Provides detailed information regarding park facilities and programs offered.

Responds to accident/injury situations. Communicates with Police Department and assists emergency personnel as they deem necessary.

Collects revenue from Belmont Hills and Ardmore Avenue pools and delivers to the Parks & Recreation Department at end of shift.

**QUALIFICATIONS:**

High School Diploma or equivalent.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Valid Driver's License.

CPR certification preferred, not required.

Ability to establish and maintain effective working relationships with superiors, associates, members of the community, the youth in the community and the general public.

Good organizational skills.

Ability to convey information in a clear and concise manner.

Ability to work well with all ages.

Ability to handle difficult situations in a diplomatic manner.

Ability to think clearly and effectively under pressure.

Ability to solve problems swiftly and effectively.
Ability to enforce all of the Township rules and regulations.

Flexibility with work schedule and sites (evenings and weekends).

Knowledge of the Township and its residents.

**PHYSICAL REQUIREMENTS:**

Ability to sit, stand, walk, drive and reach at all levels.

Ability to lift and carry up to 10 pounds of materials.

Ability to drive automotive equipment and handle vehicle controls.

Ability to work in all types of weather and temperatures.

**SELECTION:**

Based on education, work experience, merit, training, employee record, testing and interview.

**HOW TO APPLY:**

*External Applicants:* Employment applications can be downloaded from [www.lowermerion.org](http://www.lowermerion.org) – employment opportunities.

**Send application to:** Human Resources Department
75 E. Lancaster Avenue, 2nd Floor
Ardmore, PA 19003
Or email: humanresources@lowermerion.org