



Job Description

- Posted: September 13, 2022
- Expires: September 30, 2022

Position: Part-time Rental Staff

Department: Parks and Recreation

FLSA: Non-exempt

Hours: 10-15 hours most weeks, mainly weekends & evenings

Wage Rate: \$16.00-\$20.00 per hour depending on qualifications & experience.

Position Summary: Work under the Rental Staff Supervisor in order to set-up/implement various events while assisting customers' needs to ensure a positive, supportive, and fun environment.

- Greeting and supporting customers
- Set-up supplies for various events (chairs, tables, food, etc.)
- Supervise events and enforce building's rules and regulations
- Communicate with customer and assist their needs
- Clean up and custodial duties to ensure our event spaces are clean
- Ability to set up audio and visual equipment
- Learn about the function and structure of the CREC building (heating/cooling system, fire escapes, event spaces, outside area/trails, etc.) and be able to communicate this to the public
- Submit emergency accident reports

Skills:

- Excellent customer service and attentiveness
- Ability to learn new skills
- Self-starter
- Ability to work in a team
- Attention to detail
- Ability to maximize time in a flexible work environment
- Basic knowledge of audio and visual equipment

Additionally, we are looking for someone who has, or would be excited to have, knowledge and passion for what the Parks and Rec Department offers to the community (memberships, activities, events, etc.) It is important for the rental staff to be able to communicate what we offer to all of our visitors such as walk-ins, building users, and customers.

Location:

Haverford Township Community Recreation and Environmental Center (CREC) (9000 Parkview Drive Haverford, PA 19041).

Qualifications:

- High school diploma, GED or its equivalent.

- Ability to work independently and as part of a team.
- Demonstrated initiative and have strong problem-solving skills.
- Ability to take and comprehend oral and written instructions.
- High ethical standards and personal integrity.
- Ability to perform manual labor
- Excellent verbal and written communication skills.
- Must use be well-organized with the ability to multi-task.
- Must be able to work diplomatically, courteously and professionally with individuals who may be angry, frustrated or upset.

Supervision Received:

Works under the direction of the Rental Supervisor with occasional direction from the Director and Assistant Director of Parks and Recreation.

Licenses, Registrations, or Certificates Required

- Valid Pennsylvania Driver’s License.

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.

The employee is frequently required to bend, kneel, reach, squat, and lift throughout a work shift. The employee occasionally must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a busy office environment. Work occasionally involves responding to angry, frustrated or upset individuals. Position involves lifting and carrying tables and chairs.

Antidiscrimination Policy: It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person’s sexual orientation, gender identity or gender expression.

Last date for applications September 30, 2022.

 Employee Signature Date

 Township Manager Signature Date