

## Upper Southampton Township Community Center Attendant

**Job Title:** Attendant

**Department:** Parks & Recreation

**Location:** Upper Southampton Community Center

**Reports To:** Parks & Recreation Director

**Qualifications Required:** Must be at least 18 years of age. Federal Fingerprinting and Child Registry Clearance Required.

**Hours:** Vary, Weekends. Up to 14 hours a week.

**Rate:** \$13/hour

### **Duties:**

- Provide supervision throughout the Community Center Complex, secure building and check all areas of the property each night including, but not limited to, the baseball fields, tennis courts, basketball courts, hockey pad, and Tot lot.
  - Responsible for the opening of the building in the morning and securely locking the building at night.
- Provide updated information and regulations to Community Center visitors.
- Enforce rules and regulations.
  - Complete incidents reports if necessary.
- Supervise all programs occurring throughout the Community Center.
  - Assist program instructors if needed.
  - Oversee open gym membership, ensuring visitors scan their membership cards before entering the gym.
- Perform janitorial duties, i.e. checking and providing supplies for Community Center restrooms, sweeping floors, setting up tables and chairs for meetings, emptying trash and keeping up the general appearance of the facility.
- Assist with special events throughout the year.