

Job Title: Parks and Recreation Attendant

Department: Parks and Recreation

Reports To: Director of Parks and Recreation or Designee

Position Type: Part Time, year round

Job Summary:

The Parks and Recreation Attendant plays a key role in supporting the successful delivery of township programs, events, and facility rentals. This position is responsible for the setup and teardown of recreational activities, ensuring facilities are clean and ready for use, and reporting maintenance needs to the Parks Department. The ideal candidate is dependable, detail-oriented, and enjoys working in a community-focused environment.

Key Responsibilities:

- Set up and break down equipment, tables, chairs, and supplies for township programs, rentals, and special events.
 - Perform routine checks of bathrooms, pavilions, and park amenities and Community Center to ensure cleanliness and functionality. Resupply with paper products when needed.
 - Report maintenance issues or safety concerns promptly to the Parks Department.
 - Provide general support during events and rentals, including answering participant questions or helping with directions.
 - Ensure facilities and grounds are left in good condition after use.
 - Follow all township safety procedures and represent the Parks and Recreation Department in a professional manner.
 - Other duties as assigned.
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Qualifications:

- Must be at least 18 years of age.
 - Must have a valid driver's license.
 - Ability to lift to 40 lbs. and perform physical tasks in various weather conditions.
 - Strong communication and customer service skills.
 - Ability to work independently and as part of a team.
 - Availability to work evenings, weekends, and holidays as needed.
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Preferred Experience (not required):

- Prior experience in parks, recreation, event setup, or facility support.