

Warrington Township

DEPARTMENT OF PARKS AND RECREATION

Job Position Description

JOB TITLE:	Office Gate Attendant	DEPT:	Parks & Recreation
REPORTS TO:	Swim Club Manager/Assistant Manager	FLSA STATUS:	Hourly
BARGAINING UNIT:	None.	CLASSIFICATION:	Seasonal, Part Time
DATE PREPARED:	January 11, 2023	DATE APPROVED:	

Summary

The employee in this position is responsible and accountable for monitoring member and guest admittance, including identification procedures, handling of all money, periodic maintenance, and cleaning duties at Warrington's Mary Barness Community Pool.

Employment Information

- Job runs each year from May until Labor Day.
- Hours will vary per week.
- Weekends required.
- Rate of pay \$10.00 per hour.
- Not eligible for Township benefits except those that are required by law.

***All Office Gate Attendants must physically have in hand their Child Abuse Clearance, FBI Fingerprint and Mandated Reporting Certification in order to work.**

Supervisory Responsibilities

- None.
- Works under the general direction of the Mary Barness Community Pool Manager, Assistant Manager and Township Administration.

Essential Functions and Responsibilities

- Assist in providing the maximum safety of all Mary Barness Community Pool members and guests.
- Control admission to the Mary Barness Community Pool complex by checking member ID's.
- Contact Parks and Recreation on any membership conflicts.
- Collect guest fees, party fees etc.
- Participate in weekly in-service training programs as determined by the Mary Barness Community Pool Manager.
- Enforce all Mary Barness Community Pool policies, rules and regulations governing the conduct of persons using the Mary Barness Community Pool facility as adopted by Warrington Township.
- Represent the Township in all matters pertaining to the Mary Barness Community Pool patron services.
- Keep the entrance area free of loiterers at all times.
- Provide information concerning pool activities during the course of the day.
- Periodic light cleaning of bathhouse facilities.
- Light maintenance duties, including trash collection.
- Maintain daily attendance and financial records.
- Be friendly, helpful, and courteous to all Mary Barness Community Pool members, guests and fellow employees in the performance of duties.
- Assume any other duties or responsibilities that the Mary Barness Community Pool Manager, Assistant Manager may assign to ensure proper pool operation.

Non-Essential Functions

- Perform other duties as assigned.

Qualifications

- Individual must be at least 14 years of age.
- Individual must be authorized to work in the United States.
- Child Abuse Clearance required before individual can start working.
- FBI Fingerprint required before individual can start working.
- Mandated Reporting Certification required before individual can start working.
- If applicable, Work Permit required before individual can start working.
- If applicable, Parental Acknowledgement of Minors Duties and Hours of Employment.
- CPR certification desired, not required.

Required Skills, Knowledge and Abilities

- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Ability to establish and maintain effective working relationships with superiors, associates, members of the community, the youth in the community and the general public.

- Ability to handle money, including making change.
- Good organizational skills.
- Ability to convey information in a clear and concise manner both written and verbally.
- 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 rules and regulations.
- Flexibility with work schedule and sites (evenings and weekends).
- Knowledge of the Township Chain of Command and its parks facilities.

Physical Requirements

- Ability to stand, sit, walk, and run frequently at all levels.
- Ability to lift and carry up to 50 pounds of equipment.
- Ability to reach, bend, kneel and crouch constantly throughout the workday.
- Ability to handle equipment and vehicle controls.
- Ability to work in all weather conditions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.