

Job Description
FLSA Status: Exempt
Assistant Park Director – Seasonal Position

Definition:

This employee is responsible for assisting the Park Director in supervising the operation and maintenance of the Borough's Community Park, which includes the Cathryn Goss Memorial Swimming Pool, miniature golf course, concession stand and summer playground program, and assigning and directing the work of the other seasonal employees providing these services. Works closely with the Park Director, Public Works Supervisor and other Park employees.

The Assistant Park Director is to be reviewed by the Park Director and the Borough Manager through periodic written and oral reports.

Primary Duties of the Assistant Park Director:

- Assist with supervision of and direct the work schedules and activities of the seasonal park employees.
- Assist with minor park maintenance projects.
- Purchase, in accordance with the Borough Code and the Borough Purchasing Policy, any supplies and equipment necessary for the Community Park as approved by the Park Director.
- Assist with records and routine maintenance of community park equipment and facilities.
- Maintain and enforce park safety standards and adopted rules and regulations.
- Responsible for being familiar with and administering PA labor law (seasonal employee law and child labor law).
- Keep abreast of and ensure that the appropriate employees are trained in current operational, safety and maintenance trends, and provide on-the-job training when applicable and as directed by the Park Director.
- Inspect equipment, facilities, grounds and Borough Community Park property; check for safety hazards, diagnose problems and repair or make recommendations for maintenance or repair.
- Work closely with the Park Director and the Public Works Supervisor in scheduling necessary work at the Community Park.
- Assist, plan and schedule park recreational programs and entertainment.
- Assist citizens by making them aware of available programs and facilities.
- Maintenance of Community Pool including filter operation, disinfection, water chemistry, and bacteriological sampling.

Secondary duties of the Assistant Park Director:

- Performs additional tasks as they may be assigned or required.

Required Knowledge, Skills and Abilities of the Assistant Park Director:

- Must be able to work on multiple tasks simultaneously.
- Must be able to motivate and direct the activities/work of other employees.
- Must be able to organize work in a manner that ensures smooth processing and accomplishment of priority items on schedule.
- Must be able to communicate effectively orally and in writing.
- Must be able to deal well with the public and work well with others.
- Must be able to assist in the preparation and administration of department budget.
- Must be able to work a flexible schedule. Will include evening, weekends and holidays.
- Must possess CPR, First Aid and Water Safety and Lifesaving Instructors Certification or acquire within 8 weeks of hire.
- Must possess PA foodhandler, pesticide application licensing, and Pool Management Certificate or acquire within 8 weeks of hire.
- Must have a basic knowledge of public works, grounds maintenance and general building maintenance practices.
- Must be willing to obtain additional training as necessary.
- Must be able to stand and walk, sometimes for long periods depending on various park activities.
- Must be able to lift in excess of fifty pounds, climb ladders and use small tools.

Education and Experience required for Assistant Park Director:

- Must successfully pass a thorough background investigation including a Criminal History, PA Child Abuse History, and FBI Fingerprinting.
- Supervisory experience preferred.
- One (1) to three (3) years related job experience, or
- Any equivalent combination of education and experience.
- Basic mechanical knowledge and ability to use hand tools and small motorized tools, drills, hedge trimmers, leaf blower, etc.