

**DEPARTMENT:** PARKS & RECREATION

**JOB TITLE:** PART-TIME PARKS SECURITY GUARD

**IMMEDIATE SUPERVISOR:** DIRECTOR – PARKS & RECREATION

**REVISION DATE:** MARCH 2025

### **POSITION SUMMARY**

The Part-time Parks Security Guard is responsible for maintaining safety and security at all Township parks. The Security Guard interacts with park patrons to promote public safety and monitor the proper and safe use of facilities. The PT Security Guard communicates issues to the Department and responds to incidents and accidents within the parks and prepares detailed reports on same. In the process of responding to such incidents and accidents, the PT Security Guard will interact and coordinate with local law enforcement, fire and emergency management agencies. The PT Security Guard will ensure buildings and facilities are secured at the appropriate times. This position has no supervisory responsibilities and is classified as non-exempt under the FLSA. The work week is 10-15 hours per week and includes evening, weekend and holiday work and is subject to change. Supervision will be provided by the Director of Parks & Recreation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Regular patrol of Moon Township's three major parks (Moon Park, Olson Park, and Robin Hill Park) and other Moon Township properties as directed.
2. Respond to calls for security service within the park system from both the Parks and Recreation Director or his/her designee and the public.
3. Report violations of rules, policies and ordinances related to use of Township park facilities to appropriate officials.
4. Enforce rules and policies for use of Township recreation facilities.
5. Escort any individual from park properties upon the direction of the Parks and Recreation Director or his/her designee and/or contact the Moon Township Police Department.
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7. Interact with the public in a courteous and professional manner.
8. Provide visitor services to include information on recreation opportunities available through the Township.
9. Report security and public safety problems to the Parks and Recreation Director or his/her designee and/or contact the Moon Township Police Department.
10. Check park facilities for vandalism, damage, and other unusual conditions and prepare a report on those observations and incidents.
11. Conduct foot patrols of trails and athletic fields which are not accessible by vehicle.
12. Assist with community events which are hosted by Moon Parks & Recreation Department and conducted on parks grounds.
13. Perform any other duties or functions as assigned from time to time by Township and/or Parks & Recreation management.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to understand and enforce local ordinances, policies and procedures.
2. Excellent observation skills.
3. Ability to interact professionally and courteously with employees and members of the public.
4. Possess effective oral and written communication skills.

#### **QUALIFICATIONS**

1. Age 18 or older.
2. Graduation from high school or GED.
3. Possession of valid PA driver's license.
4. PA State Police Criminal Record Clearance.
5. FBI Criminal History Clearance.

6. PA Child Abuse History Clearance.
7. Prior experience as a security officer or guard is preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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.

1. Work requires walking and standing; use of hands to finger, handle or feel objects; and, reaching with hands and arms.
2. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; specific vision abilities include close vision, distance vision and the ability to adjust focus.

### **SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interviews and reference check.
- Job related tests may be required.
- The Township takes into consideration any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the position.

### **ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The duties listed in the above job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Part-time Parks Security Guard \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_