TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: PARKS AND RECREATION

JOB TITLE: PART-TIME PARK SECURITY GUARD

IMMEDIATE SUPERVISOR: PARKS AND RECREATION DIRECTOR

REVISION DATE: February 29, 2024

PRIMARY FUNCTION:

Responsible for maintaining safety and security at all Township Parks. Interacts with Park patrons to ensure public safety and the safe use of the facilities. Communicates with department personnel to coordinate and resolve problems as needed. Secures Park buildings and facilities as required. Responds to incidents and accidents within the Parks and prepares detailed reports on such. Interacts and cooperates with local law enforcement, fire, and emergency management agencies. Performs related duties as assigned. The hours for this position would be nights, weekends, and holidays as needed.

Supervision and guidance will be provided by the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS

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. Enforce and educate the public on Township rules and policies.

3. Interact with the public in a professional manner.

4. Provide visitor services which include education and information regarding various topics, recreation opportunities and safety.

5. Report any suspicious behavior or activities.

6. Prepare reports on observations and incidents.

7. Demonstrate flexibility in job duties and work routine and be able to quickly adapt to a changing daily schedule.

WORK PERFORMED:

1. Respond to calls for security service within the park system from both the Parks and Recreation Director or his/her designee and the public.

2. Check all parks and buildings for vandalism, damage, and other unusual conditions.

3. Observe and report any violation of Moon Park Rules and Regulations and local ordinances governing park use and report same to the Moon Township Police Department.

4. 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.

5. Report security and public safety problems to the Parks and Recreation Director or his/her designee and/or contact the Moon Township Police Department.

6. Patrol the trails and athletic fields which are not accessible by vehicle. Such patrols shall be made on foot or with a Moon Township vehicle.

7. Assist with Moon Parks and Recreation events as requested.

8. Perform any other duties or functions as assigned from time to time by Township management and Parks and Recreation management.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

1. Must be over the age of 18.

2. Possess a valid Driver's License.

3. Possess good oral and written communication skills.

4. Enforce rules and policies in a professional manner.

5. Proven experience as a security officer or guard is preferred.

6. Knowledge of legal guidelines for area security and public safety.

7. Excellent surveillance and observation skills.

8. Graduation from high school or GED equivalent.

9. Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be able to drive a vehicle.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date_____

Incumbent_____ Date_____