



15 Day Street, East Stroudsburg, PA 18301

Call 570-426-1512 Fax 570-426-1839 Visit [www.srosrc.org](http://www.srosrc.org)

## 2017 Employment Opportunities – Part-time Seasonal Positions – in our Parks

### Park Patrol and Caretaker Positions – (ages 18+) – Stroud Region Parks

Provides friendly customer service in our Stroud Region Parks; provides information to park users about Stroud Region Open Space & Recreation Commission (SROSRC) park & facility rules, upcoming programs, and special events; maintains a clean park area; monitors park users, StroudKids camp, concessions, and pool areas, and diffuses any conflicts; complies with all SROSRC rules, regulations, and procedures

#### Park Patrol (ages 18+)

Responsible for the safety and supervision of the park facility and park users; responds to emergency situations, user conflicts, and follows SROSRC protocols; communicates any maintenance needs; completes an incident/maintenance report and submits to the SROSRC office; assists the park caretaker as needed

- Must have American Red Cross Adult/Child CPR/AED and First Aid Certification
- Reports to and follows direction from the Park Patrol Supervisor

**\*New Bike Patrol** – staff is needed to ride a mountain bike to patrol our trails and parks between Stroud Township and East Stroudsburg Borough; work includes patrol on mountain bike and on foot walking or monitoring the parking lot area, park perimeter, and trails (ability to ride a mountain bike multiple hours during the day, one to two hours at a time)

**\*Tasks specific to Stroud Township Parks** include: checking visitor residency, collecting park user fees, walk and monitor the trails, pavilion, and parking lot areas; work weekends Memorial Day – Labor Day

**\*Tasks specific to East Stroudsburg Parks** include: work Sunday – Saturday weeknights and weekends at Dansbury Park; patrol the Dansbury pool and diffuse any issues or user conflicts; patrol the perimeter of the park and the ballfields, pavilion, skatepark, basketball and tennis courts, trailhead, and Day Street Community Center; monitor Zacharias Pond Park and Gregory's Pond as needed

**\*Tasks specific to Stroudsburg Borough Parks** include: work some weeknights and every weekend Memorial Day – Labor Day at Stroudsburg Borough Pool Complex; patrol the pool area, pavilions, skatepark, and playground; regularly monitor Glen Park and Amherst Parks

#### Park Caretaker (ages 18+)

Responsible for the general maintenance and care of the parks; removes garbage and recycling; cleans Dansbury Park restrooms; restocks supplies; notifies park patrol supervisor of supplies needed; operates a municipal vehicle (pickup truck) to perform job duties;

- Valid driver's license and with no driving restrictions
- Must have American Red Cross Adult/Child CPR/AED and First Aid Certification
- Reports to and follows direction from the Park Patrol Supervisor and the Executive Director

### **Expectations for all Staff:**

- Work hours are assigned by the Park Patrol Supervisor; must be available weekends Memorial Day – Labor Day, including holidays
- Participate in staff orientation and training
- Enforce all park and facility rules, regulations, and procedures
- Remain in good physical condition to perform job duties and serve as a first responder
- Complete tasks as assigned by the Park Patrol Supervisor
- Work well with others and be respectful to participants, coworkers, and supervisors
- Respond to an emergency situation and perform emergency procedures
- Be on your feet for many hours and work in various weather conditions
- Maintain a clean and friendly park
- Be punctual and committed to work

**Qualifications:** specific qualifications relate to each position, refer to the job description for more information. All certifications and clearances are required to be secured by the employee (at their own expense) prior to start date, and maintain valid through duration of seasonal employment with SROSRC.

Certifications must be obtained every 60 months ([www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov)). Returning employees that have current clearances need to affirm that nothing has changed since obtaining the clearances

- PA Child Abuse Clearance visit [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
- PA Criminal Record Check for Employment visit <https://epatch.state.pa.us/>
- FBI Fingerprint Check visit <https://www.pa.cogentid.com/index.htm> (Dept. of Human Services)
- Mandated reporter course certificate (training will be available)

### **Application Procedures:**

1. Visit [www.srosrc.org](http://www.srosrc.org) to download application (Employment page)
2. Submit completed application, resume, and copies of all certifications and clearances
3. Mail to or drop off to the SROSRC office, located in the Day Street Community Center, 15 Day Street, East Stroudsburg, PA 18301