



## Bike Patrol

### **Job Title:** Bike Patrol

This position is part-time seasonal, with schedule available up to 40hrs/wk. Work hours vary Monday through Sunday, May – September, including holidays, and additional hours may be available beyond the summer season.

**Job Description:** Bike Patrol staff provides a safe environment in Stroud Region parks and facilities. Staff enforces the regional park & facility rules, communicates with professional security, and provides information on upcoming programs and special events. Maintains a safe and clean park.

This position requires lifting 25 pounds or more, sitting, standing, and walking outdoors (in different weather conditions) for multiple hours. Bike patrol staff must be able to operate a provided mountain bike in different terrains and weather conditions for the duration of their scheduled hours.

This position is exempt and not eligible for overtime. Bike Patrol staff reports to and is accountable to the Executive Director.

### **Work Activities:**

- Sets an example for positive relationships with the community and park users
- Patrols parks, facilities, and SROSRC programs/events either on foot or by bicycle
- Enforces all regional park and facility rules, regulations, and procedures
- Diffuses escalating situations
- Maintains the safety and cleanliness in our parks and facilities
- Collects park user fees and completes necessary forms in applicable parks
- Responds to an emergency situation when necessary; Coordinates with the Stroud Area Regional Police Department, professional security, and local EMS as needed
- Communicates maintenance needs to the Executive Director
- Work hours are assigned by the Executive Director; must be punctual and dressed appropriately
- Must be able to work May through September; additional hours may be available
- Participates in staff orientation and trainings
- Completes tasks as assigned by the Executive Director
- Works well with others and is respectful to participants, coworkers, and managers
- Complies with Commission rules and policies

### **Clearance Required (required upon hiring):**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certification