

JOB DESCRIPTION – PARK PATROL

Park Patrol – The West Orange Recreation Department employs a number of part time employees in the Park Patrol Program. The program is the proactive arm of the department implemented to insure the following:

- 1) Municipal recreational spaces are safe & family friendly.
- 2) All individuals and groups adhere to all park rules & regulations and applicable municipal ordinances.

Each patrol person attends a training orientation outlining the scope of their responsibilities. The patrol rotates through the locales on weekday evenings and during the weekends. Shifts are four (4) hours in duration. Each individual creates their own schedule based on their availabilities. Program dates generally run March thru November.

Requirements:

- Valid New Jersey driver's license
- Ability to work a flexible schedule
- Minimum age of twenty-one (21)

Responsibilities:

- Gain thorough knowledge of all park rules & regulations and applicable municipal ordinances.
- Report on time and as scheduled. Punch in & punch out.
- Report in proper uniform visibly displaying Park Patrol ID.
- Visit each locale on their schedule route during every shift.
(Municipal vehicle supplied)
- Park the car at each locale and walk the grounds.
- Interact with the public in a positive, courteous manner.
- Contact the appropriate municipal personnel immediately if the situation warrants.
- Complete a daily log at the end of each shift.
- Refill car's gas tank as needed at Town Garage.
- Interact with fellow employees in a positive, courteous manner.
- Complete any and all tasks assigned by the Director of Recreation or his designee.