



## TOWNSHIP OF ABINGTON

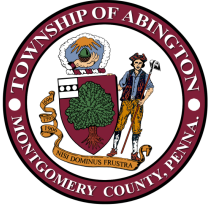
### Employment Opportunity Posting

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# INTERNAL and EXTERNAL POSTING

<b>DATE</b>	February 27, 2023
<b>POSITION</b>	Evening Supervisor - Ardsley Community Center - Part Time
<b>DEPARTMENT</b>	Parks and Recreation
<b>HOURLY RATE</b>	\$12.00
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	Open until filled

Applications are available online at [www.abingtonpa.gov](http://www.abingtonpa.gov). For additional information contact Karl Lukens, Director, at 215-576-5213. Abington Township is an Equal Opportunity Employer.



## TOWNSHIP OF ABINGTON

### Job Description

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Department: Parks & Recreation

Position: Evening Supervisor – Ardsley Community Center

Classification: Part-Time – FLSA Non-Exempt

Reports to: Ardsley Community Center Recreation Supervisor

Supervises: None

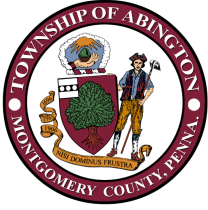
**Purpose:** The primary purpose of this position is to provide clerical and facility support for the Ardsley Community Education Center. The scope of work includes a variety of technical and administrative services that allows the Community Center to function well, and to provide residents, business owners, and visitors with quality public service. All work is completed in accordance with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. Assignments and technical supervision are received through the Director of Parks and Recreation or a Supervisor.

**Tasks:** Interacts pleasantly with residents, customers and the general public; ability to handle incoming telephone calls; record messages; operate point-of-sale system; assist Recreation Supervisor with the sale of pool memberships; maintain and file correspondence, reports, and records; perform light cleaning duties including but not limited to sweeping, painting, and dry mopping. Opens and closes classrooms for evening activities; operate office equipment; set up and break down for evening groups; perform security checks on the premises and locks down the center at the end of the night.

Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Parks and Recreation Department.

**Job Standards (Minimum qualifications needed to perform essential functions):** Ability to understand instructions; organize and prioritize workload efficiently and effectively; valid PA Driver's License preferred; handle personal and confidential information tactfully; work with others. FBI, DHS Childline and PA State Police Criminal Background clearance required.

This is light work requiring carrying up to 20 pounds occasionally; and up to 10 pounds of frequently to move objects; work requires reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) and observing general surroundings and activities frequently; withstand exposure to weather occasionally. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.



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### Job Description

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Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

**Required Skills, Knowledge and Abilities:** Employee performs tasks independently and often without direct supervision of each task, although employee will have regular contact with Recreation Supervisor and other assigned Managers. High School diploma or equivalent; some knowledge of general rules of procedure; a demonstrated ability to work for more than one person; possess excellent organizational skills; ability to establish effective working relationships with department personnel, managers, contractors, residents, and the general public. Employee must be self-motivated with excellent verbal communication skills; ability to work under stressful conditions with frequent interruptions. Employer reserves the right to direct the employee, provided the direction is not illegal or injurious to the health of the employee. The Township has the right to revise this job description at any time.

**Education and Experience:** Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the equivalent of graduating from high school.

**Job Location (Place[s] where work is performed):** The Ardsley Community Center and as directed by supervisor.

**Equipment (Examples of machines, devices, tools, etc., used in job performance):** Telephone, computer, 10-key adding machine; copier; facsimile machine; label maker; printer.