



TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL / EXTERNAL JOB POSTING

DATE	July 3, 2024
POSITION	Part Time Center Aide
DEPARTMENT	Briar Bush Nature Center
HOURLY RATE	\$10.00/hour
JOB DESCRIPTION	See attached
DEADLINE	Open until filled

Applications are available online at www.abingtonpa.gov. For additional information contact Mark Fallon, Director, Briar Bush Nature Center at 215-887-6603. Abington Township is an Equal Opportunity Employer.



TOWNSHIP OF ABINGTON

Job Description



Department: Parks & Recreation/Briar Bush Nature Center

Position: Center Aide

Classification: Part-Time -FLSA Non-Exempt

Reports to: Briar Bush Nature Center Director

Supervises: None

Purpose: The primary purpose of this position is responsible for helping fulltime staff run the Nature Center efficiently. Center Aide is often responsible for basic building security, answering phones, managing Nature Shop sales when working at the front desk. The Center Aide must be able to learn and carry out a variety of clerical duties with accuracy that ensure the smooth operation of the organization overall. The scope of work includes a variety of technical and administrative services that allows the Nature 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 is received through the Director of Briar Bush or a Supervisor.

Tasks: Interacts pleasantly with residents, customers and the general public; ability to provide skills assistance to participants; have a clear understanding of program rules and regulations; maintain and file correspondence, reports, and records. Welcome and inform visitors; accurately record visitor attendance; register patrons for programs; oversee the implementation of facility rentals and birthday parties; answer phones; assist staff in clerical duties; assist in running the volunteer program; distribute/process mail; re-stock visitor brochures; post online communications; general housekeeping; sell shop items; Walk on uneven trails in all conditions of weather to open/close all buildings/trails and outdoor facilities; be comfortable working around and sometimes with Briar Bush's resident animals; help with animal care. 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.

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Job Standards (Minimum qualifications needed to perform essential functions): Ability to understand instructions; organize and prioritize work load efficiently and effectively; strong communication skills and attention to detail, able to follow directions. Strong computer skills; enthusiastic and self-motivated; be comfortable being the sole staff person on the premises when necessary; valid PA Driver's License preferred; handle personal and confidential information tactfully; work with others; good ability to communicate orally and in writing. Employee must be able to pass a FBI, DHS ChildLine and PA State Police Criminal Background Checks and drug test.

This is light work requiring carrying up to 20 pounds occasionally; and up to 10 pounds 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



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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.

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 Director and other assigned Managers. Age 16 minimum; 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.

Education and Experience: Any combination of education that results in employee achieving the functions of the job satisfactorily, with, as a minimum attaining the age of 16. Customer service experience preferred.

Job Location (Place[s] where work is performed): Briar Bush Nature Center, 1212 Edge Hill Rd. Abington, PA 19001

Equipment (Examples of machines, devices, tools, etc., used in job performance): Telephone; computer; copier; cash register; credit card machine; paperwork; animals.