

JOB ANNOUNCEMENT

The Town of Mamaroneck Recreation Department is accepting applications from anyone interested in applying for a position as a part-time Tennis Court/Park Attendant at Memorial Park, Larchmont.

Applicant must be available for various weekday, weekend and holiday shifts.

Any interested candidate should review the attached Job Description and contact the Town of Mamaroneck Recreation Department for an application at 914-381-7865.

Town of Mamaroneck Recreation Department

914-381-7865

Tennis Court/Park Attendant Job Description

Position Title: Tennis Court/Park Attendant

Location: Memorial Park, Larchmont, NY

Reports to: The Tennis Court/Park Attendant will report to the Maintenance Supervisor who reports to the Superintendent of Recreation.

Terms of employment: This is a part-time position between the months of May through September.

Compensation: To be determined.

Job Description:

1. Responsible for seeing that park and tennis court rules and regulations are being followed, especially as it relates to safety in the park.
2. Assist in keeping tennis courts and park areas clean, including trash pickup, raking the play sand and fibar, organizing equipment and supplies and maintaining a safe environment.
3. Responsible for checking permits, collecting guest fees, scheduling court reservations and enforcing tennis court policies.
4. Maintain accurate records of court usage.
5. Enforce all playground rules and regulations.
6. Monitor and light cleaning of the restrooms throughout the day and thorough nightly cleaning of restrooms before closing up.
7. Empty garbage cans.
8. Inspect play equipment, tennis courts and surrounding area and report any issues to Recreation Department office.
9. Observes the conduct of any persons in the park area and reports any suspicious or dangerous issues to the Recreation Department or Town Police.
10. Maintain a professional appearance and courteous demeanor, as a public representative of the Town.
11. Other duties as assigned by the Recreation Supervisor.

Qualifications:

1. Required: Must be at least 18 years of age. Able to work daytime, evening, weekend and holiday shifts as required.
2. Must be able to physically perform light maintenance work such as, sweeping, mopping, raking and rolling the courts.
3. Ability to work well with others, especially the public.
4. Able to communicate effectively both verbally and in writing.

Salary Range:

\$13 - \$15/hour