

BOROUGH OF LINCOLN PARK – RECREATION DEPARTMENT
34 CHAPEL HILL ROAD
LINCOLN PARK, NJ 07035
(973) 694-6100 Ext. 2206 (phone) / (973) 694-7096 (fax)

LAKE SUPPORT STAFF

Job Summary:

The Lincoln Park Recreation Department has several job opportunities for miscellaneous staff positions such as gate guards, rental attendants, party attendants, craft counselors and snack bar attendants, ***all positions are interchangeable***. Under the general supervision of the Lake Director, Assistant Lake Director and/or the Superintendent of Recreation, or his/her designee, the Lake Support Staff position is responsible for greeting and checking in residents, processing new memberships, accepting memberships fees, providing information, scheduling watercraft rentals, cleaning and sanitation of all areas at the lake facility on an hourly, daily and/or shift basis as well as assisting with all other activities, (including summer camp days at the Lake), for the purpose of enhancing resident enjoyment. The Lake Support Staff position is a seasonal part-time position with no vacation, sick time or health benefits. The scheduled hours will meet the needs of the Lake schedules, such as summer camp activities and swim lessons, weekly schedules will be agreed upon with the Lake Director, Head Lifeguard and/or Recreation Superintendent, or his/her designee.

The LP Community Lake is open for fourteen (14) weeks, Memorial Day through Labor Day. You must be available for at least ten (10) full weeks.

Duties & Responsibilities:

- Assists with the daily opening/closing preparations & procedures including but not limited to general safety and sanitation of all facilities. This may include such duties as raking the lake, skimming water, sweeping pavilion or mopping bathrooms sites adjacent to water areas, collection and removal of trash and debris, and maintenance of equipment
- Basic computer skills (knowledge/training of Community Pass) to register new patrons.
- Assists with organization and coordination of lake activities and schedules, including but not limited to swim lessons, swim team meets, summer camp and special events.
- Attends staff training sessions prior to the season and all staff meetings throughout the season.
- Must participate in EMS/Fire Department Drill (Date TBD - Late June/Early July) and all scheduled In-Service Training.
- Ensures the safety of all staff and lake patrons by following and enforcing safety rules/guidelines.
- Present professional attitude at all times and maintain a high standard of customer service.
- Assists with patron check-in procedures and equipment rentals

Knowledge & Abilities:

- Ability to use a computer and camera
- Ability to interpret and enforce bathing codes regulations
- Ability to follow routine verbal and written directions.
- Attention to details and booking keeping for membership registrations

Other Requirements:

- Required to purchase and wear Borough approved apparel that meets the set standards.
- Neat appearance and pleasant personality.
- Must be available for day, evening and weekend work. Facility is open Memorial Day weekend through Labor Day weekend.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Background check may be required with acceptance of employment offer.

Physical Demands:

The employee must be able to occasionally lift and/or move up to 50lbs. Specific vision abilities are required by this job include close vision, color vision, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees are expected to maintain current knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to staff and general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned and to contribute to the team efforts of the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Borough has the exclusive right to alter this job description at any time without notice.

It is the policy of the Borough of Lincoln Park to ensure equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job.

Please forward application and 2 letters of Recommendation to:

**The Borough of Lincoln Park – Attn: Assistant Recreation Director
34 Chapel Hill Road, Lincoln Park, NJ 07035**

OR fax to 973-694-7096 with a cover page.