



# Park Patrol Intern

## Volunteer Position Description

**LOCATION:** Schlottman Bunkhouse at the HM Terpenning Recreation Complex

**REPORTS TO:** Park Patrol or Manager of Security Operations

**AGE REQUIREMENTS:** Must be 18 years or older

**TIME COMMITMENT:** 4 – 40 hours a week for a minimum of three months; must complete a minimum of 180 hours of service total

**POSITION SUMMARY:** This position accompanies staff on site patrols to provide a safe and friendly experience for district patrons.

### **BENEFITS:**

- Opportunities to build your resume, while impacting the lives of local youth and adults through positive service, fun activities and educational opportunities.
- Opportunities to learn about the park district, future paid position opportunities, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing recreation programs and security operations.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.
- Uniforms provided.

### **SUMMARY OF DUTIES (includes, but not limited to, the following):**

- Accompany staff on patrols and provide a positive presence at district sites.
- Carry out engagement philosophy to promote responsibility, cooperation and respect for authority, while providing a fun and enriching experience.
- Educate staff and patrons about district rules to achieve compliance.
- Assist staff with emergency response situations, as well as routine park maintenance.
- Assist staff with the documentation of detailed incident reports.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

**QUALIFICATIONS:**

- Must have some experience working with the public.
- Knowledge of the district rules and conflict resolution skills.
- Must be reliable, dependable and able to adapt to changes in schedules and situations.
- Must be able work independently and follow instructions.
- CPR, First Aid and Epinephrine certification preferred, but not required.
- Must possess good communication skills and be a team player.
- Must possess current Unarmed Security Professional certification issued by DPSST.

**EXPECTATIONS:**

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

**BACKGROUND CHECK:** A background check is required for this position.

**I.D. BADGE:** A photo I.D. badge will be provided for this position.

**WORKING CONDITIONS:** Duties may be performed in indoor and/or outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet, slippery surfaces and a variety of settings, including ball field, playgrounds, swim centers, trails and natural areas. Position requires long periods of standing, sitting and walking; may also require repetitive foot, arm, shoulder, hand and back movements, biking, crouching, bending, kneeling or reaching.

**APPLICATION INFORMATION:** If you are interested applying for this position, submit a completed volunteer application at

<https://www.volqistics.com/ex/portal.dll/ap?ap=1662149983>.