



Doylestown Township
425 Wells Road, Doylestown, PA 18901

Doylestown Township is seeking a friendly, organized, and reliable individual to fill a part-time receptionist position with a 24-hour workweek on Tuesday, Wednesday, and Friday. As the first point of contact for visitors and callers, this role is vital in delivering excellent customer service while supporting various Township operations.

Key Responsibilities:

- Greet visitors, answer phones, and provide outstanding customer service.
- Offer administrative support to department heads.
- Register participants for Parks and Recreation programs, process ticket sales, and manage dog park memberships.
- Maintain office supplies and manage inventory.
- Process water bills, recreation program payments, and other receipts.
- Assist with recording deeds and building permits.
- Coordinate Township meetings and events, including scheduling community rooms and pavilions.
- Maintain and update Code Books and Township-related records.
- Handle mail distribution and prepare outgoing mail.
- Keep a scrapbook of Township news articles.
- Perform other duties as assigned to support Township operations.

Qualifications:

- Strong communication and customer service skills.
- Excellent organizational abilities with attention to detail.
- Ability to multitask and manage time effectively.
- Proficiency with office equipment and Microsoft Office Suite.
- Prior administrative or receptionist experience is a plus.

Interested candidates should submit an employment application, letter of interest and a resume to Andrea Mergner, 425 Wells Road, Doylestown Township, PA 18901 or email amergner@doylestownpa.org. Resumes will be accepted until the position is filled.

Doylestown Township is an Equal Opportunity Employer.



Job Title: Recreation Attendant

Location: Doylestown Township Community Recreation Center (CRC)

Department: Parks and Recreation

Reports To: Community Recreation Center Manager

Position Summary:

The Doylestown Township Community Recreation Center is seeking a dependable and customer-focused **Recreation Attendant** to support the daily operations of the facility. This position plays a key role in creating a welcoming, clean, and safe environment for residents, program participants, and visitors. The Recreation Attendant will assist with front desk responsibilities, program and event support, facility maintenance, and general customer service.

Key Responsibilities:

- Greet visitors, check in guests, and provide directions and facility information.
- Answer phones, respond to inquiries, and provide general information about the CRC and township programs.
- Provide tours of the facility to prospective members or renters as requested.
- Assist with registration for programs, events, rentals, and drop-in activities.
- Handle front desk operations, including opening and closing procedures as assigned.
- Set up and break down equipment and supplies for programs, events, drop-ins, and facility rentals.
- Issue and track equipment use, inspecting returned equipment for damage.
- Monitor ongoing programs, rentals, and drop-in activities to ensure participant needs are being met.
- Promote and discuss township programs and events with guests and visitors.
- Support the CRC Manager in community outreach regarding programs and facility rentals.
- Process cash and credit card transactions for daily fees, program fees, and rentals accurately and securely.
- Maintain cleanliness of all public spaces, including sweeping, mopping, sanitizing, and restocking supplies.
- Clean up minor spills and messes; report major issues to the CRC Manager or Facilities Manager.
- Maintain daily inventory of supplies and equipment; note low stock or deliveries.
- Assist with community event coordination and on-site execution of tournaments, special events, or public activities.
- Enforce CRC rules and policies fairly and respectfully with all facility users.
- Respond to and report accidents, incidents, or unsafe conditions, complete necessary documentation.

- Report maintenance or repair needs promptly to appropriate personnel.
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Qualifications:

- Must be at least 18 years old.
 - CPR/AED Certified
 - Ability to lift up to 50 pounds.
 - Strong communication and interpersonal skills.
 - Reliable, responsible, and able to work independently or as part of a team.
 - Comfortable working with diverse groups, including children, families, and seniors.
 - Basic computer skills and familiarity with point-of-sale systems a plus.
 - Ability to work evenings, weekends, and flexible shifts as needed.
 - Candidates must have a valid Pennsylvania driver's license and, upon receiving a conditional offer of employment, must pass a background check and drug screening and be a non-smoker.
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Work Environment:

This position is performed in a public recreation center environment, which may involve working indoors and outdoors. The role requires standing, walking, bending, lifting, and cleaning throughout the shift.

Employment Type:

- Part-time position, up to 28 hours per week
 - Hourly rate: \$15–\$20, based on skills and experience
 - No benefits
 - Flexible schedule, including evenings and weekends
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To Apply:

Letters of interest and resume should be submitted at Doylestown Township, 425 Wells Road, Doylestown, PA 18901, or to Margaret Trageser at mmtrag@doylestownpa.org resumes will be accepted until position is filled.

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