



**Doylestown Township**  
425 Wells Road, Doylestown, PA 18901

**Recreation Attendant – Doylestown Township Community Recreation Center**

The Doylestown Township Community Recreation Center is seeking a dependable, customer-focused Recreation Attendant to support daily facility operations. This role helps maintain a welcoming, clean, and safe environment for residents, program participants, and visitors. Responsibilities include front desk support, program and event assistance, light facility maintenance, and general customer service.

**Key Responsibilities:**

- Open and close the facility
- Set up rooms, equipment, and supplies
- Provide information about center programs and events
- Assist with facility scheduling and program registration
- Maintain cleanliness and reset rooms as needed
- Support recreational activities and events
- Complete basic reports and documentation
- Maintain inventory of equipment and supplies
- Monitor facility operations and assist with activities
- Perform other duties as assigned

**Qualifications:**

- At least 18 years of age
- Valid Pennsylvania driver's license
- Able to pass a background check
- Reliable, punctual, and professional

**Requirements & Skills:**

- Able to work nights, weekends, and holidays as needed
- Strong communication and customer service skills
- Organized with good attention to detail
- Able to multitask in a busy environment
- Comfortable with office equipment and Microsoft Office
- Prior administrative or front desk experience preferred



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**Recreation Attendant – Doylestown Township Community Recreation Center**

**Position Details:**

- Part-time, up to 28 hours per week
- Hourly rate: \$15–\$20 based on experience
- No benefits

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](mailto:mmtrag@doylestownpa.org) resumes will be accepted until position is filled.

**Apply today:** <https://doylestownpa.org/departments/administration/employment/>

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

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### **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.

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### **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.

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### **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:**

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