

The Olander Park System

JOB TITLE: Hall Monitor	REPORTS TO: Community Services Manager
LOCATION: 6930 Sylvania Avenue, Sylvania, Ohio	STATUS: Part-Time; Seasonal

GENERAL DESCRIPTION AND SUMMARY:

Acts as the park system representative during Nederhouser Community Hall (NCH) events. Responsible for enforcing park system regulations. Stationed in the NCH office and is responsible for answering park system telephone calls and inquiries from visitors. Remain in the NCH during rental functions and lock and alarm the NCH at the end of rental events. They are also responsible for closing other parks when necessary, and locking up Olander Park, if they are the last person to leave the park at night.

WORK HOURS:

Work schedule varies based on reservations: including evenings, weekends & some holidays.

PHYSICAL ASPECTS:

Work in a confined office space. Must possess the capability to operate motor vehicles. Must also be physically capable of providing First Aid and CPR (Certification training will be provided on job.) Must be able to lift up to 40 pounds on an occasional basis.

STANDARD EXPECTATION:

1. To work as a member of the team to achieve a common goal.
2. To promote the mission and core values of the park system.
3. To respect self and others.
4. To abide by park system policies, protocols, and procedures.
5. To conduct self in a professional manner. Remember that you are a reflection of the park system.
6. To attend staff meetings and other training to enhance your skills.
7. To deliver services in a culturally competent manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must be able to work weekdays, weekends, and holidays up to 11:00 PM.
2. Open and close the NCH for its rental functions.
3. Responsible for vacating the NCH at the agreed-upon time as per the signed NCH Rental Agreement.
4. Enforce the NCH rules and regulations. If difficulties occur, contact the Manager on Duty or Director, in that order, for assistance. If these individuals are unavailable, contact the City of Sylvania Police Department.

5. Custodian is not expected to set up or tear down NCH rental set-ups. They may be asked to help add or tear down tables and chairs due to changes. Not responsible for cleaning the NCH after a function, but must make sure renters leave the hall in good condition.
6. If the NCH requires minor repairs during a function, such as a plugged sink or overflowing toilet, they should fix the problem. If the repair is beyond the custodian's capability, they should alert appropriate park system personnel.
7. Allocate all ice and beverage containers, floor fans, electric cords, movie screen, audio cart, projector and any other park equipment they may use from the NCH. Monitor are not required to set up this equipment but may assist in the set-up.
8. Inspect the NCH at rental conclusion for damages. Inspect all areas including kitchen, bathrooms, outside front and back of building, deck tables and deck. Also retrieve any loaned equipment.
9. Inform renter of damage or missing items, note these on NCH Damage Deposit form and have renter sign the form.
10. Inspect all doors and windows to see that they are unlocked for the start of event and locked at the end of event.
11. Hall Monitors may watch television or an appropriate movie, bring books, magazines, laptop computers, or similar hobbies as long as they remain responsive to renter's needs.
12. Any other duties or activities as determined by the Director and Managers.
13. May be required to leave Olander Park to close Fossil Park & Sylvan Prairie Parks as necessary.
14. Lock Olander Park main gate if you are the last person to exit park at night.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Accepting, non-judgmental, positive attitude.
2. Respectful towards customers, coworkers, and supervisors.
3. Ability to think clearly and objectively.
4. Ability to remain calm under stressful situations and make sound decisions.
5. Must all be able to react promptly to possible adverse situations.
6. Effectively communicate both in oral and written form.

MINIMUM QUALIFICATIONS:

Strong interpersonal skills. Have a valid Ohio driver's license with acceptable driving record. Have a positive upbeat personality, and solid relationship skills.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

APPLYING FOR POSITION:

Interested individuals should submit an application to the Callahan Administrative Office or apply online at www.olanderpark.com/careers.