



## **Community Service Representative (CSR) – City Ave Bike Patrol**

City Avenue Special Services District – Bala Cynwyd, PA

### **Reports to:**

Director of Operations & Public Safety

### **Position Summary**

The City Avenue Special Services District (CASSD) is currently interviewing for the position of Community Service Representative (CSR) to help carry out its mission to improve the area along City Avenue between 63rd Street and the Schuylkill Expressway. The CSRs serve as public ambassadors of the City Avenue Special Services District and patrol specified areas by bicycle.

### **Essential Duties and Responsibilities**

- Patrol assigned locations on bicycle and foot
- Observe for and report criminal or suspicious behavior/circumstances to police
- Visit business and other establishments on a daily basis
- Observe for and report hazardous conditions, roadway issues, traffic signal & streetlight problems, other issues needing attention
- Be visible to the public and approachable for interactions
- Possess detailed knowledge of the District and disseminate as needed

### **Qualifications & Requirements**

- Excellent interpersonal skills
- Ability to work day and evening shifts, Monday through Saturday
- Prospective candidates must successfully pass a background investigation and reference check.
- New hires will be required to successfully complete the CSR Bicycle Patrol Training Program and the AED/CPR Certification Course. All training is provided by certified instructors authorized by the CASSD.

### **Additional Information**

- Full-time position (40 hours/week)
- Starting Pay Rate: \$20.00/hour
- Full medical and dental benefits provided at no cost to employees
- Ability to contribute to an Individual Retirement Account (with matching funds)

Interested applicants should email their work history and contact information to:

**John Collins**

**Director of Operations & Public Safety**

**jcollins@cityave.org**