

POSITION DESCRIPTION

TOWN OF GRAY MAINE

POSITION TITLE: WILKIES BEACH ATTENDANT **DATE CREATED/ REVISED: 04/06/2021**

Classification: Seasonal Full-Time – Hourly (Memorial Day weekend to Labor Day weekend)

Narrative: The Wilkies Beach Attendant is responsible for maintaining a clean and safe beach area, monitoring the public for appropriate behavior, answering questions as needed, and making sure all Wilkies Beach visitors are following guidelines for the parking, beach, and water areas. This is not a lifeguard role.

Supervision: Under the direction of the Recreation Director.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Monitor and ensure a clean and safe recreation area for the community.
- Understand all policies and ordinances relating to the beach and be able to explain them respectfully to residents.
- Check Gray resident identifications when necessary to ensure all guidelines are followed.
- Resolve conflicts as necessary and respond promptly in cases of emergency.
- Tidy and rake the beach, picking up trash as needed.
- Monitor the parking lot, especially during busy times.
- Complete minor landscape projects in collaboration with Buildings and Grounds.
- Conduct courtesy boat inspections per guidelines.
- Monitor swim float.
- Monitor geese population.
- Other duties as assigned by the Recreation Director.

ADDITIONAL JOB FUNCTIONS

- Practice positivity and model responsible behavior.
- Stay alert and be prepared to respond assertively.
- Collaborate effectively and attend all scheduled meetings and trainings.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Minimum of a high school diploma or equivalent preferred
- Prior experience with boating and beach attending helpful
- Lifeguard and/or first aid and CPR training a plus

Knowledge, Ability, Skills

- Boating and recreation knowledge
- Customer service mentality; enjoys working with the general public

- Personal swimming skills
- Strong verbal communication skills
- Hearing and listening skills; ability to interpret, understand and effectively carry out all oral and written directions
- Self-directed and motivated
- Enjoys a leadership role

Physical Requirements/Other

- Frequent standing, sitting, bending, and walking
- May be required to lift up to 25 pounds on occasion
- Must be available to work from Memorial Day weekend to Labor Day weekend
- Must be available as needed to work varying hours, from 7:00am to 7:00pm. Position may involve sharing work hours with other staff, so should be willing and able to work 20-40 hours each week.

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____