POSITION TITLE: WILKIES BEACH ATTENDANT  DATE CREATED/ REVISED: 03/10/2020

Narrative: The Wilkies Beach Staff is responsible for maintaining a clean and safe beach area, checking identification for Gray residents, monitoring the general public for appropriate behavior and making sure all are following the guidelines of the beach, parking and water areas. Courtesy Boat Inspections will be conducted while attending to beach needs. This is not a lifeguard role.

Supervision: Under the direction of the Parks and Facilities Director

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Monitor and ensure a safe and fun area for the community.
- Check identifications when necessary to ensure all guidelines are being adhered to.
- Picking up trash
- Raking beach
- Minor landscape projects
- Monitoring swim float
- Monitoring geese population
- Monitoring parking lot
- Responsible for keeping self on task and following rules.

ADDITIONAL JOB FUNCTIONS

- Act as a positive role model at ALL times.
- Attend all scheduled meetings, workshops and trainings.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Minimum of a high school diploma or equivalent preferred

Knowledge, Ability, Skills

- Prior experience with beach attending extremely helpful.
- Personal swimming skills. Lifeguard and/or first aid and CPR training a big plus.
- Strong verbal communication skills.
- Hearing and listening skills; ability to interpret, understand and effectively carry out all oral and written directions.
- Enjoys working with general public.
- Self-directed and motivated.
- Enjoys a leadership role.
**Physical Requirements/Other**

- Frequent standing, sitting, bending and walking.
- Must be available to work from Memorial Day weekend to Labor Day weekend.
- Must be available to work a mixture of hours: from 7:00am to 7:00pm. Position will involve sharing work hours with other staff, but 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: ___________________________