

Town of Charlotte Beach

Job Title: Beach Attendant

Supervisor: Recreation Coordinator

Start Date: Memorial Day Weekend

End Date: After Labor Day

Job Description:

The beach attendant position is a part-time seasonal position that begins Memorial Day Weekend. The beach attendant will be responsible for the maintenance of the beach area and the facilities located near the beach (e.g. tennis court, playground, volleyball court and picnic area). Dependent on the shift, the beach attendant will be responsible for set-up or clean-up of the beach. During their shift the beach attendant will supervise the parking area and manage the sale of all parking passes. There will be daily responsibilities to help maintain the cleanliness of the beach and its facilities.

Job Responsibilities:

1. Morning set-up and/or night pick-up which includes unlocking/locking bathrooms, posting signs, organizing parking passes, checking supplies, etc.
2. Manage and distribute parking passes
3. Deposit all revenue from parking pass sales at the end of their shift
4. Assist individuals at the beach with any questions or concerns
5. Track and report all parking pass payments
6. Complete all assigned tasks efficiently
7. Janitorial duties will be required (proper protective gear will be provided)
8. Oversee and assist with approved private events at the beach
9. Enforce all beach rules and regulations
10. Report any issues to the Recreation Coordinator in a timely manner

Qualifications:

- Great customers service skills
- Strong communication skills
- Ability to handle and exchange money
- Very dependable
- Must be assertive
- If hired, attendant must attend paid training session which will occur the weekend before Memorial Day weekend.

Preferred Qualifications

- First Aid and CPR certification
- 1-2 years of work experience

Hours: Part-time to average 20-25 hours per week.

Work Conditions: Work is outside, generally during good weather conditions. Some lifting will be required.

Please submit a job application with three references to the Charlotte Town office. Applications can be found on our town website or you can fill one out at the town offices. The Recreation Coordinator will be reviewing applications and will be contacting individuals' mid-April. Should you have any questions please the email or phone information listed below.

Nicole Conley, Recreation Coordinator **Email:** Recreation@townofcharlotte.com

Phone: (802) 425-6129