

POSITION DESCRIPTION

Cove Park Attendant – seasonal part time

Pay Rate - \$16.65 per hour starting salary

POSITION SUMMARY:

The Cove Park Attendant is a customer service position directly in contact with park patrons. This position is responsible for checking in boaters at Cove Park Boat Launch, monitoring the parking area, ramp and docks, speaking to park patrons, sharing park and program information, reminding patrons of park rules, and patrolling of park grounds.

This is a part time position from May 24 to October 13, 2025.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond in a positive way to the public while explaining park information, rules, and policies
- Collect and record fees from daily boaters
- Check in season pass holders
- Show vehicles where to park and monitor the parking area
- Monitor and enforce all park rules
- Respond to complaints/incidents and complete appropriate paperwork
- Patrol the park and report to Police Department violations of Town ordinances, suspicious persons or activity

MINIMUM POSITION REQUIREMENTS:

1. High school diploma or G.E.D.
2. Valid Driver's License.
3. Strong customer service and people skills
4. Ability to work independently
5. Ability to accurately process money transactions
5. Ability to use computer management software
6. Ability to work in extreme heat conditions

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- The Cove Park Boat Launch Attendant Shed is opened Monday – Friday 11:00 am - 7:00 pm and weekends 6:00am – 7:00 pm. Each day is split into two different shifts. Hours may vary based on departmental and organizational needs.
- Work location: Cove Park Boat Launch
- Physical Requirements: Requires occasional lifting; ability to walk and work outdoors

REPORTS TO: Recreation Supervisor