



East Haddam Parks and Recreation

P.O. Box 385
1 Plains Road
Moodus, CT 06469
Phone: 860-873-5058

Email: parkandrec@easthaddam.org
Website: www.easthaddamrec.com



TOWN BEACH ATTENDANT

Job Description:

Supports overall operation by greeting the public, providing information, and collecting fees, and all other related work as required. Work is performed under the supervision of the Parks and Recreation Director or designee.

Essential Duties and Responsibilities:

- Greet public and provide information as needed.
- Collects fees for non-resident parking.
- Responsible for the issuing of daily parking passes and verifying resident town permits.
- Maintains a record of daily passes sold and monies collected for each shift.
- Will assist in enforcing the rules and regulations of the East Haddam Town Beach
- Communicate any concerns to the Recreation Director in a timely manner.
- Makes certain parking lot is clean and free of trash.
- Performs related work as required.

Knowledge, Skills, Abilities, and Preferred Qualifications:

- Ability to communicate with the public in an effective manner.
- Ability to follow procedures and enforce regulations.
- General knowledge of operations and procedures of site
- Ability to remain calm in emergency situations, communicating quickly and effectively to assist in providing emergency response.
- Ability to work independently.
- Must have a positive attitude
- 16 years of age or older

Job Environment:

Employee may be subject to extreme exposure to sun, wind and rain. REQUIRED TO WORK MANY WEEKENDS AND HOLIDAYS THROUGHOUT TERM OF EMPLOYMENT.