

Parks and Recreation Department
7 Fan Hill Road
Monroe, CT 06468

P: 203.452.2806
F: 203.452-2958
parksandrec@monroect.org



Monroe Parks and Recreation
Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Frank Cooper
Director

Russ Tice
Park Maintenance Supervisor

Kelly Cunningham
Office Administrator

Missy Orosz
Recreation Supervisor

JOB DESCRIPTION

- Position:** SEASONAL PARK SECURITY/BOAT RAMP ATTENDANT
- Salary Range:** \$11.85 - \$14.60 per hour
- Supervision:** Directly responsible to Parks Maintenance Supervisor or Director of Parks and Recreation.
- Work Week:** Possibly 19-35 hours per week which may include weekends, holidays and evenings on a seasonal rotating basis
- Work Location:**
1. Wolfe Park
 2. Lake Zoar Boat Ramp
- Duties:**
1. Observe and monitor park and boat ramp patrons enforcing all rules and regulations via foot/bike patrol/security cart while on park grounds.
 2. Control access, collect and balance daily park/beach/ramp fees plus issue daily permits from entrance, beach gate (when covering for admissions monitor) and/or boat ramp.
 3. Visibly check vehicle park and/or ramp stickers at the entrance gate and in the parking lots.
 4. Pick up papers and debris on patios or while on park foot patrol/keep ramp area clean of debris, sand, driftwood.
 5. Officially greet the public and dispense information on programs and facilities in person and on the phone plus promotes the Parks and Recreation Department's operations.
 6. Maintain daily, weekly and seasonal attendance records.
 7. Set up and returns paddle boats, beach chairs, etc.
 8. Drives park people mover and collects appropriate fees.
 9. Perform all other duties necessary to secure and maintain park buildings and grounds under Department's jurisdiction.
- Qualifications:**
1. Minimum of 18 years of age, preferably age 21 and older.
 2. Ability to handle, count and balance money accurately; maintain accurate and legible records, follow oral and written instructions.
 3. Clean police and driving record and excellent references.
 4. Good communication skills with ability to pleasantly & cordially deal with public in person and over the phone.
 5. Posses valid Connecticut driver's license and preferably be able to a drive standard transmission.
 6. Current certifications in Red Cross Standard First Aid, CPR, A.E.D. preferred or be available to obtain this training prior to or during employment.
 7. Posses sufficient endurance, eyesight, hearing, maturity and freedom from disabling effects to perform all duties with minimal supervision.
 8. Prior paid security and/or public contact experience preferred.
 9. Knowledge of boats and launching experience preferred but not required.
 10. Willingness to work as part of a team with flexibility to do whatever is required.
 11. Availability to work the summer season, including nights and weekends, requiring minimal time off, if any.

2018