

Job Description

Park/Beach/Special Events Assistant.

Summary & Scope of Responsibilities: This position is responsible for monitoring the Parks in Colonial Beach (primarily Torrey Smith Park) for the purpose of providing safety of park and playground facilities, this position may also require rotation to the beach and boardwalk areas for the purpose of providing information regarding safety and tourism. Additional duties include assisting the Director of Parks & Recreation with Special Events on as needed basis.

Reporting Relationships: Reports directly to Director, Parks and Recreation

Essential Tasks & Responsibilities:

Monitor park activities as needed.

Provide sanitation to include picking up of trash at park.

Provide stock to the park.

Oversee assigned areas of the beach and provide instruction to visitors regarding general information, parking, beach rules.

Assist the Director, Parks & Recreation with special events as needed.

Expected hours & Travel: Part time/seasonal position to include day or evening shift work, weekends and holidays. Travel not required.

Required Experience: Must be 18 years old. All work to be performed outdoors in various weather conditions. Requires long periods of standing, bending, stooping, Ability to maintain a professional demeanor and attitude.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodation or the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.