



East Haddam Parks & 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 Parking Attendant

The Town Beach Parking Attendant is responsible for welcoming visitors and monitoring and issuing beach passes and permits.

General Description

Supports overall operation by greeting the public, providing information, and collecting fees, and all other related work as required.

Supervision Received

Work is performed under the supervision of the Parks and Recreation Director or designee.

Essential Duties and Responsibilities

- Greets public and provides information as needed
- Collects fees for parking
- Responsible for the issuing of daily/seasonal parking passes and resident permits
- Maintains a record of tags sold and monies collected for each shift
- Check to be certain that vehicle has proper parking permit affixed to window
- 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.

Nonessential Duties

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 be able to deal with less than satisfied customers

- 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.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.