



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

7 Fan Hill Road  
Monroe, CT 06468  
Phone: 203-452-2806  
[www.monroerec.org](http://www.monroerec.org)



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### JOB DESCRIPTION

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**POSITION TITLE:** Park Ambassador

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Recreation Program Supervisor or Park Maintenance Supervisor

**CLASSIFICATION:** Non-Exempt (Seasonal), Non-Union position, 16-24 hours per week

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#### **JOB SUMMARY:**

Interact, observe and monitor park and boat ramp patrons in order to enforce all rules and regulations.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Patrol park and boat ramp
- 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.
- Check vehicle park and/or ramp stickers at the entrance gate and in the parking lots.
- Assist with parking, participant and crowd assistance, and other customer service type help during special events.
- Pick up papers and debris on patios, trails, walkways while on park patrol/keep ramp area clean of debris, sand, driftwood.
- Officially greet the public and dispense information on programs and facilities in person and on the phone in a positive and informative manner at all times.
- Promote the Parks and Recreation Department's operations.
- Maintain daily, weekly and seasonal attendance records.
- Assist in set up and returning all equipment that is out at the park during regular shift, picnic rentals, and special events.
- Perform other duties necessary to secure and maintain park buildings and grounds under Department's jurisdiction.
- Provides friendly customer services.
- Will assist with leading pop-up weekly recreation activities at the Park.

**EDUCATION/SKILLS/EXPERIENCE:**

High School or GED. Minimum of 18 years of age, preferably 21 years of age or older. Similar experience preferred but not required. Knowledge of boats and launching experience preferred but not required.

Ability to handle, count and balance money accurately; ability to maintain accurate and legible records and follow oral and written instructions. Possess valid driver's license with a clean police record and preferably be able to a drive standard transmission. Good communication skills with ability to pleasantly & cordially deal with public in person and over the phone. 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. Willingness to work as part of a team with flexibility to do whatever is required.

**PHYSICAL REQUIREMENTS:**

Ability to move about facilities and walk on unpaved, uneven terrain. Primarily outdoor work during the summer season, including nights and weekends, with minimal time off. Must be able to lift 25 pounds. Must wear the town provided shirt with the Ambassador title.

**WORK ENVIRONMENT:**

Work is provided in the outdoor park and lake environment. This includes all weather types, as well as temperature fluctuations.

Revised: January 2020

Reviewed: February 2020

Approved Town Council: February 2020