



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

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### JOB DESCRIPTION

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**POSITION TITLE:** Park Ambassador

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Parks & Recreation Director or Recreation Program Supervisor

**CLASSIFICATION:** Non-Exempt (Seasonal), Non-Union position, could work up to 16 hours per week

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#### **JOB SUMMARY:**

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

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

- Patrol park, boat ramp, and pool as assigned.
- Control access to park/pool/boat ramp/beach based on schedule and make sure daily permits for these areas are being used correctly by the holders of permits, members and program registration.
- Assist in checking pool memberships or day passes, vehicle parking and/or ramp stickers at the entrance gates and in the parking lots when assigned.
- Assist with parking, participant and crowd assistance, and other customer service type help during special events and daily program use when assigned.
- Pick up papers and debris on patios, in and around all bathrooms, locker rooms, pool deck/grassy area, trails, walkways while in park, pool and patrol/keep all areas 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 and other documents as needed.
- Assist in set up and returning all equipment that is out at the park during regular shift, picnic rentals, pool & beach areas and for special events and programming.
- Perform other duties necessary to secure and maintain park buildings and grounds under Department's jurisdiction.
- Provides constant friendly customer services.
- Will assist with leading pop-up weekly recreation activities at the Park when scheduled.

**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.

Ability to handle, count and balance money accurately if needed; ability to maintain accurate and legible records and follow oral and written instructions through email, text or phone. 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 late spring, early fall and summer season, including nights and weekends, with minimal time off. Must be able to lift 25 pounds. Must wear the town provided shirt.

**WORK ENVIRONMENT:**

Work is provided in the outdoor park, pool and lake environment. This includes all weather types, as well as temperature fluctuations. Need to be visible at all times to visitors of the park.

Updated: April 9, 2026

Revised: December 07, 2024

Reviewed: February 2020

Approved Town Council: February 2020