

Town of Jaffrey, New Hampshire
POSITION DESCRIPTION

Position Title: Summer Beach Attendant
Department: Recreation
Reports To: Recreation Director
Status: Temporary Seasonal. Non – Exempt
Hourly Wage: \$13.00-\$14.00 Hourly

Date: January 2024

GENERAL SUMMARY:

Under the overall supervision of the Recreation Director & Program Coordinator, responsible for monitoring Contoocook Beach parking to ensure parking lot is resident only, enforcing rules of the beach, and will perform a variety of routine maintenance including but not limited to raking and general grounds clean up to ensure a clean and safe environment.

MAJOR DUTIES: (The listed examples are illustrative only and may not include all duties found in this position.)

- Enforces all beach rules and parking pass requirements.
- Communicates with public and addresses their concerns.
- Manages supplies.
- Promotes and maintains positive community relations.
- Responsible for attending staff meetings.
- Performs janitorial duties as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to read.
- Ability to manage conflicts with maturity.
- Skill in scheduling, time management, and resourcefulness.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records.
- Ability to pass a background check.
- Ability to assess needs.
- Ability to be outdoors for majority of the day.
- Ability to establish and maintain effective working relationships with other employees, Town officials, and the public.

MINIMUM QUALIFICATIONS:

- A minimum of 15 years of age.
- Knowledge and level of competency commonly associated with a high school diploma preferred OR sufficient experience to understand the basic principles relevant to the major duties of the job or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Certification in CPR and First Aid must be completed upon start.

SUPERVISORY RESPONSIBILITY:

No supervisory responsibility; this position can expect the direct supervisor to provide continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor will also provide additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on

source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

WORKING CONDITIONS/PHYSICAL DEMANDS:

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects or equipment; required to reach with hands and arms. Work is performed in a variety of environmental conditions, including heat, damp, wet, slippery, muddy, noisy, etc., and employee may be exposed to dirt and dust; exposure to periods of sunlight and insects.

Work is subject to exposure to extreme weather conditions. The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity under varying and sometimes adverse weather conditions.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS:

The personal contacts are with employees within the immediate organization, office, project or work unit, and in related or support units. The contacts are with members of the general public in structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear. The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.