

**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 an as needed basis.

**Reporting Relationships:** Reports directly to Director, Parks and Recreation.

**Essential Tasks & Responsibilities:**

- Monitor park activities as needed.
- Provide sanitation to include pick up of trash at park.
- Provide stock to restrooms at 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, 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 accommodations for 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.

## **Non-Discrimination in Employment**

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

**Duties and Responsibilities may change:** This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at [www.colonialbeachva.net](http://www.colonialbeachva.net). Return completed applications to Laura Corbin, Human Resources via email at [lcorbin@colonialbeachva.net](mailto:lcorbin@colonialbeachva.net).