

# THE MORRIS COUNTY PARK COMMISSION

## Job Description

Title: **Boat Attendant**

Salary Grade: Seasonal

Division: Recreation

Date: December 2015

Prepared by: L. Robertson

Approved by:

### **Position Charter:**

Under the supervision of the Lake Coordinator, Lake Supervisor and Recreation Supervisor. Boat Attendants are responsible for assisting patrons when using the boats (peddle boats and row boats). This includes: helping patrons with lifejackets, assisting patrons in and out of boats, tracking boat rentals, keeping the bathrooms clean and stocked, as well as answering patron questions. In addition to other daily tasks.

### **Essential Functions:**

- Enforces all Morris County Park Commission's Policies, Rules, and Regulations.
- Launches and moors boats.
- Assists patrons with how to properly wear a lifejacket.
- Recalls boats when rental time has elapsed.
- Monitors boaters for safety and accident/injury prevention.
- Assists in maintaining, cleaning, and making minor repairs to boats.
- Cleans docks, restrooms and other facilities.
- Polices boat house and other facilities to restrict unauthorized persons.
- Responds effectively to emergencies.
- Reports unsafe conditions and equipment to their supervisors.
- Prepares rental reports on a daily basis.
- Participated os specified in-service trainings and drill as directed.
- Collect and process boating fees when necessary.

### **Other Functions:**

- Completes other tasks as assigned by the chain of command.
- Nothing in this job description restricts managements right's to assign or reassign duties and responsibilites to this job at any time.

### **Qualifications:**

- Minimum age of 14;
- Work experience in dealing with the public.
- Ability to interrelate with staff and general public.
- Ability to accurately collect and dispense money.
- Leadership qualities and Public Relation skills.
- Proficiency in properly completing forms.
- Physical strength and dexterity required to complete the functions of the position.