



Gray's Beach Park – Park Attendant

Position Summary

The Park Attendant serves as a representative of the Town of Kingston, helping ensure a safe, clean, and welcoming environment for all visitors at Gray's Beach Park.

Desired Qualifications

- Ability and willingness to work with the general public
 - Strong character, integrity, and adaptability
 - Demonstrates enthusiasm, patience, and self-control
 - Minimum age: High school student or equivalent
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Reporting Structure

- Reports to:
 - Parks & Recreation Director
 - Recreation Office Program Administrator
 - Property and Program Coordinator
 - Recreation Commissioners
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Key Responsibilities

Operations & Maintenance

- Assist with checking park equipment and report any needed repairs
- Support beginning- and end-of-season inventory processes
- Help open and/or close restrooms as needed
- Set up necessary equipment and signage at the start of each shift and store them properly at the end

Park Oversight

- Understand and enforce all park rules and regulations
- Monitor park activity and provide assistance to visitors
- Check in vehicles and communicate policies regarding park stickers, procedures, and guidelines

Customer Service & Representation

- Interact professionally and courteously with the public
- Present yourself as a positive representative of the Town of Kingston
- Provide information and assistance to park visitors as needed

Cleanliness & Safety

- Assist with daily cleanup of trash and debris throughout the park, including the beach area
- Maintain and update daily injury, incident, and communication logs

Attendance & Conduct

- Wear the required uniform at all times while on duty
- Arrive on time for scheduled shifts and remain until the end of each shift