

**VILLAGE OF EMPIRE
JOB DESCRIPTION
BEACH AMBASSADOR**

Supervised by: Village of Empire Deputy Clerk

Hourly Wage Range: \$ TBD

Position Summary: Under the direction of the Village of Empire Deputy Clerk, Beach Ambassadors offer residents and visitors to the Empire beach park a friendly face and helping hand with accessing parking and beach amenities. Some general maintenance tasks may be assigned, as time allows.

Duties:

- Welcome visitors and provide general information on beach rules, parking, and directions to ensure both residents and visitors are able to enjoy the Empire beach park.
- Be willing to wear a brightly colored vest.
- Assist visitors with parking pass machine.
- Direct traffic to the overflow parking area (Johnson Park) as needed (when the beach lots are full).
- Circulate – at regular intervals – to ensure parking compliance in each beach lot.
- Enforce posted parking rules and regulations and policies.
- Issue tickets for those not in compliance with parking rules, regulations and policies.
- Keep area by the parking machine free from debris, check and restock restrooms as time allows.
- Ensure the Department of Public Works and/or the Deputy Clerk are aware of any maintenance issues.
- Ensure janitors closet is maintained and remove all trash and personal items at the end of each shift.
- Turn in lost and found items as instructed by the Deputy Clerk or the Department of Public Works staff.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- Must be 18 years or older and possess high school diploma or GED.
- Possess strong customer service skills along with a demonstrated desire to work with the public.
- Ability to communicate clearly and concisely.
- Must have reliable source of transportation.
- Ability to work a flexible schedule (within reason) including evenings, weekends and holidays.
- Must to able to work responsibly with or without supervision.
- Ability to adhere to safety policies and wear personal protection equipment as directed.
- Must be punctual and committed to work as a team throughout the season.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in an outdoor setting in a variety of weather conditions. The employee must be able to stand, walk, kneel, bend, twist, reach, and climb.
- The employee must lift and or move items of light to moderate weight.