

## **HANCOCK PARK DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Waterfront Aide  
**CLASSIFICATION:** Grade 10 – Temporary/Seasonal  
**SUPERVISOR:** Waterfront Manager  
**LOCATION:** Zonta Landing at Riverside Park Waterfront

### **RESPONSIBILITIES**

The Waterfront Aide is responsible for assisting with Zonta Landing Boat Rentals and helping to maintain the beach and boathouse as directed. Waterfront Aides will get to work outside at Riverside Park, facilitate outdoor recreation in the form of boating on the Blanchard River Water Trail, exercise by performing a variety of physical work, and serve the community by providing customer service in the form of boat rentals and maintaining the waterfront. The Hancock Park District is in the service industry. This is a great opportunity for service-minded individuals to earn money, serve the community, and spend time in the great outdoors.

### **ESSENTIAL DUTIES**

1. Assist with Zonta Landing Boat Rentals on Saturdays, Sundays, and holidays from Memorial Day weekend to Labor Day.
2. Help customers when getting in and out of watercraft, and with personal floatation devices and paddles.
3. Keep the watercraft clean, dry, and safe for customers.
4. Clean and maintain the boathouse and surrounding area in preparation for park visitors.
5. Report problems, concerns, and the need for supplies to the supervisor as soon as possible.

*Essential duties are not to be construed as all-inclusive.  
Other duties may be required and assigned.*

**QUALIFICATIONS**

The minimum education requirements necessary to perform the essential duties of this position are typically acquired through High School coursework plus experience working around water and boats, such as canoes, kayaks, and pedal boats and performing grounds maintenance or at least have an interest in learning about and performing that type of work. The Waterfront Aide is expected to communicate in a clear and professional manner both orally and in writing and maintain a professional and positive attitude toward co-workers, supervisors, and customers. The ability to swim is required. Certifications in First Aid, Cardio-Pulmonary Resuscitation (CPR), and Lifeguarding are preferred. Per the Fair Labor Standards Act, seasonal Waterfront Aides have to be at least 14 years of age.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive. Work requires the ability to exert moderate but not constant physical effort involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling; lift, carry, push, and pull objects and materials, including but not limited to canoes, kayaks, and pedal boats; coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles, and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the Waterfront Aide Job Description and understand the responsibilities and essential duties of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date