

Torch Lake Township

Mailing Address Street Address
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Eastport MI 49627 Kewadin, MI 49648

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JOB DESCRIPTION

Position: **PARK ATTENDANT**

Reports to: Day Park Committee

The Park Attendant is responsible for the day to day monitoring of the William B. Good Day Park located on Torch Lake.

General Responsibilities, but not limited to:

- Review and enforce William B Good Day Park ordinance.
- Contribute to ensuring the park and boat launch areas are safe.
- Data Collection
- Monitor the parking vehicle & trailer lot to make sure all vehicles have a tag on dash or a tag on the trailer hitch. Add data to log sheet.
- Monitor boat ramp launches and log the following:
 - a. Time of Day
 - b. Township Resident
 - c. Ramp Permit
 - d. Commercial
 - e. Launch Fee Paid if no tag on hitch
 - f. Type of Watercraft
 - g. Length of boat trailer – watch for oversized boats (must have green sticker - fee of \$100 annually)
 - h. Any issues that might arise
 - i. Any suggestions for improvement
- Monitor the park in general
- Assist visitors with questions, if you can
- Assist with the flow of traffic to keep launches moving
- Direct paddle boarders and kayaks to also use the launch not the swim area
- Ensure safety for park visitors, boaters, etc.
- Notify the deputy supervisor if there are anything that needs repair on the ramps, docks, buoys, pier, playground equipment, trash removal needed, etc.
- Observe, but do not engage unless you feel it is necessary
- Clean the restrooms at the beginning and end of shift
- Empty the trash & recycling if needed during the day
- Other duties as assigned

Rainy, cold days with no park activity is a day off.