

POSITION DESCRIPTION

Boat Dock Attendant

Reports To:	Golf and Marina Concessions Supervisor	Status:	Part Time, Seasonal (29 hours/week maximum – April 1 – September 30)
Reporting Location:	Armco Park 1223 North State Route 741 Lebanon, OH 45036	Compensation:	Starting at \$14 per hour
		Revision Date:	July 29, 2026 - ML

Summary:

Boat Dock Attendants are front-line representatives of Warren County Park District to the public. They provide excellent customer service while supporting safe, efficient, and orderly Boat Dock operations. Employees assist customers with watercraft rentals, fishing and launch permits, concessions, and use of Boat Dock facilities and equipment.

Characteristic Duties and Responsibilities – Essential Functions:

- Provide a welcoming atmosphere for customers and promote an enjoyable experience.
- Rent watercraft and related equipment, prepare boats for customers, and assist customers with entering and exiting boats.
- Explain basic watercraft operating instructions, rental procedures, applicable safety requirements, and Boat Dock rules.
- Sell fishing and launch permits, live bait, food, beverages, and other concessions items.
- Maintain sign-in sheets, waivers, and related records for rentals and private boat launches.
- Track sales, operate the cash register, issue receipts, make change, and handle cash and other payments accurately.
- Assist with inventory, answer the telephone using proper telephone etiquette, take and convey messages, and handle routine requests for information as instructed.
- Inspect, clean, organize, and prepare boats, life jackets, oars/paddles, and related rental equipment before and after use.
- Move or haul boats and related equipment as assigned and trained.
- Maintain clean interior and exterior facilities in and around the Boat Dock, remove litter, replenish supplies, and address minor maintenance items as needed or assigned.
- Carry out opening and closing procedures as assigned or directed.
- Monitor Boat Dock activity and customer needs to promote safe and orderly use of the facility and equipment.

WARREN COUNTY PARK DISTRICT
POSITION DESCRIPTION
BOAT DOCK ATTENDANT

- As assigned and trained, use a boat to assist customers on the water in the event of mechanical failure or another issue.
- Communicate equipment maintenance, facility, and safety issues to appropriate staff.
- Track inventory and notify appropriate staff when orders are needed to maintain adequate supplies of concessions and operational items.
- Communicate park and Boat Dock rules and safety information in a calm, clear, and professional manner. Report persistent noncompliance to supervisor, Park Security, or Sheriff's Office as appropriate.
- Comply with applicable laws and Park District procedures regarding the preparation and sale of food and alcoholic beverages, and report noncompliance to the supervisor.
- Assist with public programming and special events as needed or assigned.
- Occasionally assist with Pro Shop functions as assigned.
- Assist temporarily in other areas of the park as assigned.
- Maintain accurate records of tasks performed, including inventories, time sheets, equipment usage, and other required records.
- Follow Park District policies, as applicable.
- Perform other duties as apparent or assigned.

Required Knowledge, Skills, and Abilities:

- Ability to attend work consistently and punctually according to the assigned work schedule.
- Ability to maintain a professional appearance appropriate to the position.
- Ability to work with limited supervision, organize and coordinate work, prioritize tasks, and self-initiate.
- Ability to communicate effectively, orally and in writing.
- Ability to operate a cash register, accurately handle payments, and make change.
- Ability to maintain confidentiality regarding sensitive issues and non-public records.
- Ability to maintain professional and cooperative working relationships with staff members, volunteers, and representatives of other agencies.
- Ability to interact with the public in a professional, helpful, and pleasant manner while serving as a goodwill ambassador for the Park District.
- Ability to complete assigned tasks effectively, efficiently, safely, and in a timely manner.
- Ability to safely work on and around docks and water and, after appropriate training, operate assigned watercraft and related equipment.
- Ability to learn and apply applicable Ohio laws and regulations concerning the preparation, sale, handling, and dispensing of alcoholic beverages and the safe preparation, sale, and handling of food in a retail environment.

WARREN COUNTY PARK DISTRICT
POSITION DESCRIPTION
BOAT DOCK ATTENDANT

Required Education and Experience:

- 18 years of age or older.
- Basic computer competency.
- Good character with no history of serious criminal activity, including felony convictions.

Preferred Additional Education and Experience:

- Retail cash-handling or customer-service experience.
- General understanding of boating, fishing, and water safety.
- Experience working in a park agency, marina, recreation facility, or similar setting.
- Food and beverage service experience.

Work Environment & Schedule:

Employment in this position is part-time and seasonal, with work hours scheduled as needed, not to exceed 29 hours per week. The season is generally April 1 – September 30. Work may include evenings, weekends, and holidays. This position must be available and willing to work a flexible schedule. Work is performed indoors and outdoors, including on and around docks and water, and may involve wet, humid, or slippery conditions; temperatures below 32 degrees Fahrenheit or above 90 degrees Fahrenheit; outdoor contaminants; airborne and plant allergens; and inclement weather.

Physical Demands:

General good health and the ability to perform the essential functions of this job are required. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, or hear. This position may require long periods of standing and/or walking and the ability to safely board, exit, and work around watercraft and docks. The employee will occasionally lift and/or move up to 50 pounds, including boat equipment, beverage cases, or other supplies. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The ability to effectively and efficiently traverse improved (paved) and unimproved (natural) indoor and outdoor surfaces is also required.

The position functions and responsibilities are illustrative only and do not represent all duties or tasks that may be assigned to or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Executive Director approval.