



**Monroe Parks and Recreation**  
Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Parks and Recreation Department  
7 Fan Hill Road  
Monroe, CT 06468

P: 203.452.2806  
F: 203.452-2958  
parksandrec@monroect.org

**Frank Cooper**  
Director

**Russ Tice**  
Park Maintenance Supervisor

**Kelly Cunningham**  
Office Administrator

**Missy Orosz**  
Recreation Supervisor

## **JOB DESCRIPTION**

- Position:** SEASONAL ADMISSIONS MONITOR
- Salary Range:** \$11.10 - \$13.85 per hour
- Work Week:** Possible rotating schedule with up to 20-40 hours per week (greater number of hours when outdoor pool operates on full time schedule Memorial Day weekend-Labor Day).
- Work Locations:**
1. Wolfe Park
  2. Masuk Pool
- Supervision:** Directly responsible to the Recreation Supervisor or Director of Parks and Recreation
- Duties:**
1. Control access to pool locker rooms, tennis courts, park attractions or beach by verifying memberships, class lists and/or collecting daily fees.
  2. Enforce all pool/beach/tennis court rules and regulations that are enforceable from the entrance (e.g. allowing someone to enter the locker rooms with food, soda, flotation device, etc.).
  3. Collect and balance all fees, sell memberships, distribute stickers and issue appropriate receipts.
  4. Maintain daily, weekly and seasonal attendance records.
  5. Officially greets the public and dispenses information on programs and facilities in person and on the phone plus promotes the Park and Department's operations.
  6. Keep tennis courts, pool windows/admission areas, beach gate, and all surrounding work areas clean of papers, debris, excess water, etc.
  7. Perform any other duties that are necessary to operate and/or maintain the Department's facilities.
  8. Enter information into recreation software and manage databases
  9. Assist all picnic reservations by greeting upon arrival and departure of picnics.
  10. Other responsibilities as directed by supervisors
- Qualifications:**
1. Minimum of 16 years of age by May 1, preferably 18 years of age and older.
  2. Ability to handle, count and balance money accurately manually with a computer or cash box.
  3. Ability to maintain accurate and legible records plus follow written and oral instructions.
  4. Ability to pleasantly and cordially deal with the public in person and over the phone in at times stressful situations.
  5. Previous PAID experience with duties above is preferred.
  6. Willingness to work as part of a team, with flexibility to do whatever is required.
  7. Availability to work the summer season, including nights and weekends, requiring minimal time off, if any.

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