



# Cordry-Sweetwater Conservancy District

8377 CORDRY DRIVE NINEVEH, IN 46164  
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## **JOB OPENING**

Application deadline is April 19th

### **Beach Attendant**

*Part-Time/ Seasonal*

Looking for a fun, outdoor job engaging with community residents on a beach setting? Cordry-Sweetwater Conservancy District is looking for energetic, customer service-minded individuals to patrol our Sweetwater Beach and be responsible for Freeholder events in our shelter house.

Ideal applicants will have good communications skills, ability to enforce rules and regulations, attend to residents' needs at the beach including during events (weddings, birthday parties, etc), and work with other teammates in the District in providing a safe and secure park area.

#### **Primary Responsibilities:**

1. Responsible for ensuring that only lot owners and their guests utilize the beach area.
2. Responsible for responding to emergencies in the water or in the area.
3. Be the main point of contact for events/ reservations of the beach shelter house.
4. Police area for litter, trash, and debris.
5. Report any violations of CSCD Rules and Regulations to Director of Finance & Admin and/or Director of Operations. Responsible for completing accident and incident forms as needed.
6. Responsible for reporting any maintenance problems related to the beach to the Director of Finance & Admin and/or Director of Operations in a timely manner.
7. May be required to perform other duties.
8. Reports to the Director of Finance & Admin and/or Director of Operations.

**Job Qualifications:**

1. Must be certified or obtain certification in basic First Aid and CPR.
2. Must be 16 years of age or older.
3. Must have the ability to carry out duties and responsibilities under minimal supervision.
4. Must have good working knowledge of CSCD Rules and Regulations regarding the beach.
5. Must possess good communication skills and understand how to work with the public.
6. Must possess and be able to access a cell phone at all times during work hours in case of an emergency or the need for assistance.

**Physical Demands Requirements:**

1. Must be physically able to perform duties.

**Working Conditions:**

1. May be exposed to a variety of elements and weather conditions including long periods of sun exposure, rain, and wind.
2. Weekends, evenings, and Holidays may be included in your schedule.
3. You will have to ask non-residents to vacate the area. Sweetwater Beach is private and only available to Freeholders and their guests. You will need necessary skills to deal with these inevitable situations and be able to perform your duty to keep the beach private.