



**CRAFT INSTRUCTOR JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for overseeing participants and effectively organizing and providing craft activities for individuals of all ages. This role involves the effective organization of crafts and the supervision and coordination of participants.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

- Provide craft activities suitable for all ages and abilities.
- Address the concerns and needs of participants respectfully.
- Work effectively with individuals across different age groups and with varying interests.
- Organize weekly craft sessions and arrive promptly for all classes.
- Ensure the craft area is cleaned and organized before, during, and after classes.
- Provide a complete list of inventory to the Recreation Director at the beginning of the summer.
- Offer a variety of craft classes and manage the class schedule.
- Maintain an upbeat and energetic demeanor throughout classes.
- Work scheduled hours, including time before and after class, and be available to answer questions from participants and/or parents as needed.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 14 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate craft techniques.



**LIFEGUARD JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for ensuring the safety of all patrons by preventing emergencies and responding immediately when they occur. Key responsibilities also include consistently and fairly enforcing all waterfront rules and maintaining the cleanliness and safety of the beach area.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Maintain constant surveillance of patrons and act immediately in the event of an emergency.
- Communicate and enforce all waterfront rules in a personable manner.
- Handle discipline situations with courtesy and fairness.
- Work scheduled hours, arriving promptly for waterfront setup.
- Provide emergency care and treatment as required.
- Monitor all waterfront recreation activities.
- Maintain the cleanliness of the waterfront area.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 15 years of age.
- Possess a current lifeguard certification.
- Hold valid CPR and First Aid certification.
- Acquire a RI Surf or Non-Surf certification.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to maintain patron safety.



**PARK LITTER JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Primarily responsible for cleaning litter from parks, waterfront grounds, and roads. This role also involves assisting with special functions.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Perform general maintenance and cleanup duties on various town-owned lands and facilities.
- Collect and dispose of garbage and litter as directed.
- Assist with the setup, tear-down, and operation of special events and functions.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 14 years of age.
- Capacity to work independently and efficiently.



**PARK MAINTENANCE JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for performing general maintenance duties, cleaning park and waterfront grounds and buildings. This includes operating small grass cutting equipment and assisting with special functions.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Perform general maintenance duties on various town-owned lands and facilities.
- Operate small grass cutting/hedge trimming machinery, power tools, and other specialized seasonal maintenance equipment.
- Assist with construction and landscape projects.
- Move supplies, picnic tables, and equipment as directed.
- Collect and dispose of garbage and litter as directed.
- Assist with the setup, tear-down, and operation of special events and functions.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 16 years of age.
- Possess a current driver's license.
- Capacity to work independently and efficiently.
- Capable of lifting equipment, tables, and a variety of heavy objects.



**PARKING ATTENDANT JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for verifying that patrons are Glocester town residents and monitoring the parking area.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Verify Glocester town residency of patrons by checking for a town sticker or inspecting their license.
- Monitor the waterfront main entrance.
- Interact with patrons in a respectful manner.
- Collect and dispose of garbage and litter in the parking area.
- Assist with the setup and teardown of the waterfront area.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 16 years of age.
- Capacity to work independently and efficiently.
- Capable of effectively communicating with others.

***Note: This position will be selected via a lottery system.***



**PROGRAM SUPERVISOR JOB DESCRIPTION**  
**SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for monitoring and coordinating various programs and special events scheduled throughout the summer.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Demonstrate good communication skills when interacting with participants.
- Maintain an upbeat and energetic demeanor.
- Coordinate and promote special events and programs effectively.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 15 years of age.
- Ability to interact with energy and enthusiasm.
- Ability to interact positively with patrons.



**SWIM AIDE JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for assisting the swim instructor in providing swim lessons based on American Red Cross (ARC) standards for participants of all levels and abilities.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Provide instruction of all swim lesson participants.
- Ensure the safety of participants during class.
- Work scheduled hours, including time before and after class, and assist in answering questions from participants and/or parents as needed.
- Organize and clean up swim supplies after class.
- Evaluating students participating in swim lessons.
- Aid in the supervision of the waterfront when requested by lifeguards.
- Monitor and engage in all waterfront recreation activities.
- Assist in beach maintenance and cleanup.
- Attend mandatory meetings and training sessions as scheduled.
- Act immediately and render aid in the event of an emergency.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 14 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate skills during swim lesson instruction.
- Ability to demonstrate skills required for class content using teaching aids such as kickboards, diving rings, noodles, etc..



**TENNIS AIDE JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for assisting with providing tennis instruction at various levels. This role also includes assisting in promoting and conducting special events and tournaments.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Assist with the implementation of lessons for various age groups.
- Demonstrate good communication skills with participants and parents.
- Maintain an upbeat and energetic demeanor throughout lessons.
- Aid in the coordination and promotion of special events and tournaments.
- Work scheduled hours, including time before and after class, and assist in answering questions from participants and/or parents as needed.
- Collect, manage, and return equipment in good working condition.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 14 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate skills during lesson instruction.





**TENNIS INSTRUCTOR JOB DESCRIPTION  
SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:** Responsible for organizing and supervising tennis instruction at various levels. This role also involves promoting and conducting special events and tournaments.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Implement structured lessons for various age groups.
- Demonstrate good communication skills with participants and parents.
- Maintain an upbeat and energetic demeanor throughout lessons.
- Coordinate and promote special events and tournaments effectively.
- Work scheduled hours, including time before and after class, and assist in answering questions from participants and/or parents as needed.
- Handle discipline situations with courtesy and fairness.
- Collect, manage, and return equipment in good working condition.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

**QUALIFICATIONS:**

- Must be 16 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate skills during lesson instruction.