



Job Title	Gate Attendant	Position Type	Part-Time
Department	Parks & Rec	Supervisor	Recreation Director

Job Summary

Responsible for assisting patrons navigate the park. This position is responsible for the opening and closing of the park gate. Keep accurate records regarding sales of inventory and deposits. This position also maintains the kiosk and surrounding area ensuring cleanliness and order. This position acts as a park ambassador to the public.

Responsibilities

- Help patrons navigate the park
- Operate and maintain the park entrance gate.
- Greet visitors and provide information about the park, its amenities, and rules.
- Provide directions and brochures
- Accurately collect, record and receipt park revenue including entrance fee.
- Take reservations notes and keep tally of park guests.
- Maintain cleanliness and order around and including kiosk.
- Maintain inventory of necessary supplies.
- Monitor flow of traffic and ensure a safe entry and exit of the park.

Job Requirements

- Be able to physically do tasks that are assigned in all weather conditions.
- Must be able to follow verbal instructions and work with limited supervision.
- 16 years of age and/or above

Employee Printed Name

Employee Signature

Date

Department Head Signature & Date:



Join the Town of Wilton's Parks and Recreation Crew this Summer!

The department is seeking hard-working, enthusiastic, positive individuals to join the Team.

You can help build a thriving community and teach various skills to participants.

The position serves as the park ambassador to the public working from the Lodge or Recreation Office. With responsibilities including managing park access, greeting visitors, collecting fees, issue stickers, answering questions and ensure a smooth operation at the park entrance.

If you are interested or would like to find out more, please email wiltonrec@wiltonmaine.org or call at (207) 645-4825. Please also check out the Recreation Department's Facebook page to see all the things the Recreation Department is doing in the Town of Wilton. Application and job description can be obtained at the Wilton Town Office, 158 Weld Road, Wilton, ME 04294 or at www.wiltonmaine.org.

Position will remain open until filled

The Town of Wilton is an Equal Opportunity Employer