



Caroline County RECREATION and PARKS

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Bringing the
Community
Together

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Seasonal Part-Time Marina Attendant

The Seasonal Part-Time Marina Attendant assists with the daily operations of the marina and boat ramp facilities to ensure a safe, clean, and welcoming environment for visitors. This position provides customer service, performs light maintenance, and manages boat ramp permits using registration software, including monitoring compliance and issuing citations as needed.

Essential Duties and Responsibilities

- Greet boaters and visitors in a friendly and professional manner
- Assist customers with boat ramp and marina permit purchases using registration software
- Process payments, print permits, and provide receipts and instructions
- Monitor boat ramp and marina areas for valid permits
- Issue warnings or citations for permit violations in accordance with department policies
- Maintain accurate records of permit sales, violations, and daily activity
- Monitor marina activity and report safety or security concerns
- Clean and maintain restrooms, docks, walkways, and common areas
- Empty trash and recycling containers throughout the facility
- Perform light maintenance tasks such as sweeping, rinsing docks, and minor repairs
- Assist with opening and closing procedures
- Enforce marina and boat ramp rules in a courteous and professional manner
- Perform other related duties as assigned

Qualifications

- Must be at least 18 years of age
- Customer service or cash-handling experience preferred
- Basic computer skills and ability to learn registration or point-of-sale software
- Basic knowledge of boating and marina operations preferred but not required
- Ability to work independently and interact professionally with the public

Physical Requirements

- Ability to work outdoors in varying weather conditions
- Ability to stand, walk, and perform light manual labor for extended periods
- Ability to lift and carry up to 75 pounds
- Ability to work on and around docks and near water safely

Schedule

- Seasonal position; part-time hours based on marina operations April-October
- Typical schedule includes weekends, holidays, and peak boating periods

Candidate must be able to pass a background check and drug test