



# MANCHESTER-BY-THE-SEA

PARKS AND RECREATION DEPARTMENT  
TOWN HALL, 10 CENTRAL STREET  
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## **SUMMER 2025 SEASONAL EMPLOYMENT SINGING BEACH FACILITY ATTENDANT FULL TIME & PART TIME POSITIONS AVAILABLE**

The Manchester Parks & Recreation Department is now accepting applications for the position of Beach Facility Attendants at Singing Beach for the 2025 Summer Season.

Beach Facility Attendants are responsible for the following duties:

- Collection of daily beach walk-on and parking fees while following rules for the collection and handling of money.
- Patrols and enforces rules and regulations at Singing Beach parking lot, bathhouse, and grounds.
- Directs user groups to appropriate recreational locations and resolves conflicts with beach user groups & patrons. Provides public relations by answering questions about the Beach.
- Responsible for the cleaning of restrooms and bathhouse each day before the facility opens and provides ongoing maintenance and upkeep of the facilities throughout each day.
- Assumes responsibility for care of all equipment and supplies used in daily operations. Oversees that storage areas are regularly kept clean, stocked and organized. Communicates needs with the Beach Manager.

### **Minimum qualifications**

Applicants must be at least 17 years of age (16 if not enough applicants) and have current CPR and First Aid certifications or willing to obtain prior to the start of the season. Cash handling experience recommended. Should have the ability to work unsupervised with a wide range of people. Must have the ability to work with financial calculations and have a strong work ethic. Must be able to interact with the general public to answer questions. Independent judgment and initiative required.

Position may be Part Time and Weekends from Memorial Day until June 16th and then the facility opens up 7 days per week. Full Time positions are up to 40 hours per week thru Labor Day. Part Time positions may be weekends only. All positions work every Saturday & Sunday as well as holidays. Beach Attendants will work either 8:30 am-4:30 pm, 9:00 am-5:00 pm or 11:00 am-7:00 pm on a rotating basis throughout the summer. The Beach Facility Attendant reports to the Beach Operations Facility Assistant Manager and the Beach Manager.

**The starting rate of pay for this position is \$16.25 per hour.**

### **Application Procedure:**

All Beach Facility Attendant candidates should complete the [Town of Manchester Seasonal Employment Application](#). Completed applications should be submitted with your letters of reference and a copy of all of your certification cards. You will be contacted for an interview. Completed applications can be mailed or brought to:

Manchester Parks & Recreation  
10 Central Street  
Manchester, MA 01944

Or can be emailed to [recreation@manchester.ma.us](mailto:recreation@manchester.ma.us).