



## ***Position Summary***

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The Park Safety Patrol Attendant provides a visible safety presence and conducts routine patrols across the entire park to promote a safe, respectful, and family-friendly environment. Their role focuses on prevention, observation, visitor assistance, and incident reporting.

This position is **not a law enforcement role**. All authority and escalation decisions remain with the **Park Operations Manager**. The Patrol Attendant is expected to work independently and report concerns promptly.

## ***Key Responsibilities***

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### **General Duties**

#### **Park Patrol & Safety Presence**

Perform routine patrols of the full park grounds, including:

- Campground & cabin subdivision loops and common areas
- Beach and day-use areas
- Parking lots and roadways
- Boat launch and waterfront areas
- Park facilities/buildings (as applicable)

Provide high-visibility presence during peak periods, evenings, and weekends

Identify and report hazards (unsafe fires, damaged infrastructure, hazardous debris, unsafe behavior, etc.)

#### **Visitor Interaction & Support**

- Provide courteous visitor assistance including directions, general park information, and safety reminders
- Address minor concerns through respectful communication (ex: quiet hours reminders, safe driving, campground conduct expectations, etc.)
- Promote compliance with park rules through calm, professional interaction

#### **Incident Monitoring & Reporting**

Respond to calls/complaints from staff or visitors regarding noise, disturbances, unsafe activity, or suspicious behavior.

Complete written incident reports and submit to the Park Manager (time, location, description, actions taken).

Observe and document incidents including:

- Disturbances or repeated rule violations
- Property damage or vandalism
- Theft concerns or suspicious activity
- Injury/medical concerns (first response support only)

#### **Escalation to Park Manager / Emergency Services**

- Report escalating or serious incidents immediately to the Park Manager
- Contact emergency services (911) when required and notify the park manager as soon as possible
- Support emergency response efforts as directed (ex: crowd control support, directing EMS, identifying location)



### **Equipment Use & Communication**

- Operate a Park gator/vehicle for patrol purposes in a safe and responsible manner
- Use cell phones **only** for communication to stay connected with park staff and the Park Manager
- Ensure Park gator/vehicle is secured at end of shift and used according to park policy and as directed by the Maintenance supervisor.

### **Authority & Limits**

The Park safety Patrol Attendant:

- **may** patrol, observe, report, and remind visitors of park rules
- **may** contact the Park Manager and emergency services as required
- **may** document incidents or park records and follow-up
- **does not** have enforcement authority
- **must not** physically intervene or escalate conflict
- **must not** act independently beyond park policy and without Park Managers approval
- **must not** remove people from the park unless specifically directed by the Park manager or emergency services

### **Qualifications Skills & Working Conditions**

- Must be willing to work alone and independently during assigned shifts as well as alongside the maintenance team as needed and directed by the Maintenance Supervisor
- Valid Class 5 Driver's License with drivers abstract
- Comfortable operating a park vehicle/gator safely
- Strong communication and professionalism with the public
- Able to complete clear written incident reports
- **First aid/CPR certification (required) – Note: Training may be provided/paid at beginning of season**
- Outdoor work is required in varied conditions
- Evening/weekend work is required (especially during peak season)
- Walking, standing, driving, and patrolling is required for extended periods
- Potential exposure to tense or unpleasant situations (noise complaints, intoxicated visitors, conflicts)
- Must always maintain calm and professional judgement - deescalation training is an asset

### **Compensation and Terms of Employment**

- This position of Park Safety Patrol Attendant is a part-time position (primarily late afternoon/evening shifts, weekends and peak periods) but may be up to 40-Hours per week depending on need of maintenance department
- Vacation payments will be paid out on each payroll cycle.
- Payroll will be on a semi-monthly basis.
- This position is Seasonal and may begin as early as May 1- 15 to September 30.
- Wage is based on experience and will be determined and reviewed annually by the Board.
- Hours may vary and be typically over the weekends and peak periods, so flexibility is required.
- Training may be supported where applicable to park operations.



## ***Termination of Employment***

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The Brightsand Lake Regional Park Authority reserves the right to terminate employment with documented evidence of unsatisfactory performance, failure to follow direction, or misconduct.

Progressive discipline will generally follow these steps:

1. Verbal discussion outlining concerns and expectations - documented
2. Written notice outlining required improvements.
3. Termination of employment, with supporting documentation.

Immediate termination may occur in cases involving serious misconduct, safety risks, or policy breaches.