

**Town of Beverly Shores  
Park Board Member  
Job Description**

**Job Title**

Park Board Member

**Department**

Park Department

**Description of Work**

**General Statement of Duties**

- Working board member position requiring volunteer time for meetings, projects, and events.

**Supervision Received**

- Reports to Town Council and Park Board President.

**Supervision Exercised**

- As the Board, and not individually, Park Department Employee and Secretary

**Typical Activities Performed**

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Law and Town Code:
- With other members, prepare and submit annual park budget to Town Council
- With other members, establish and promulgate rules for the use of the beaches and park by public e Prepare for, Attend, and Participate in monthly and special meetings.
- Volunteer duties as determined.
- Promote recreation opportunities within the Town.
- With other members, develop and maintain existing park and Town beaches.
- With other members to establish rules for the use of the beaches and park by the public.

**Position Requirements**

- Appointed to Position

**Education/Experience**

- High School Diploma or GED

**Special Knowledge, Skills, or Abilities**

- Knowledge of Town park and beaches (preferred).

- Knowledge of appropriate maintenance practices (preferred).
- Ability to communicate with Town counselors, groups, and residents.
- General knowledge of budgeting and contracting.
- Flexible schedule allowing for volunteer commitments on projects and events.