

**Park Board Member  
Town of Beverly Shores  
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**

Town Council

**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
- 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