

**CITY OF NEWPORT  
PARKS & RECREATION DEPARTMENT**

**Job Title:** Public Access Greeter

**Reports to:** Senior Dock Hand & Harbormaster

**Nature of Work:** Access Greeters provide friendly, personal marina services at the Newport City Dock to seasonal and transient boaters and all waterfront visitors. The job primarily entails duties associated with educating lake visitors about invasive species and assisting with the prevention their spread across local and regional bodies of water. Secondly, Access Greeters may assist dock staff with the delivery of marine services to providing a positive recreational experience for Newport City residents and visitors. This may include customer service, boating assistance and facility maintenance tasks like mowing, landscaping and minor construction and repairs. This position may require some evening, weekend and holiday hours in addition to the regular work week.

**Essential Job Functions:**

- Attend Vermont Public Access Greeter training to learn invasive species biology, identification, rules and regulations, invasive species laws and tips on delivering AIS messages and public interaction.
- Successfully complete Portable Fire Extinguisher, Basic First Aid, CPR & AED training and any additional training as requested by the Harbormaster or Parks & Recreation Director.
- Represent a positive image when interacting with visitors and community members using the Dock and waterfront facilities.
- Approach and interact with boaters and lake visitors using Newport City Dock facilities in a pleasant and welcoming manner.
- Distribute educational material and talk with lake visitors about invasive species, harmful effects on the lake and methods for spread prevention.
- Provide courtesy watercraft inspections and boat wash assistance and certificates.
- Identify, handle and properly dispose of suspicious aquatic specimens.
- Collect and report AIS data in accordance with Vermont Greeter Program requirements.
- Collaborate with and report to The Memphremagog Watershed Association and state officials on a regular basis.
- Perform daily grounds checks to ensure equipment safety, facility cleanliness and that all areas are kept free of hazard and debris.
- Be alert to equipment and facility conditions and report any maintenance or repair needs to the Harbormaster.
- Work collaboratively with city employees and other Parks & Recreation staff to ensure smooth operation of the dock and surrounding facilities.
- Actively participate in staff meetings and contribute to verbal and written evaluations as requested by the Harbormaster.
- Maintain clear and positive communication with Harbormaster.
- Perform any other duties as assigned by the Senior Dock Hand, Harbormaster or Parks & Recreation Director.

**Equipment Utilization:**

Public Access Greeters may be asked to use power tools, boat washing equipment, lawn maintenance equipment, fire protection equipment, motorized and non-motorized watercrafts and City vehicles.

**Minimum Qualifications:**

Must be at least 16 years of age.

Must be, or able to become certified in CPR, First Aid & AED.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Must be, or able to be certified to operate a motor boat.

Knowledge of docks, boating or marinas a plus.

**Knowledge, Skills and Abilities:**

- Ability to communicate with confidence and professionalism verbally with visitors.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to operate a computer including knowledge of Microsoft Office products, Google Docs and email.
- Ability to deal effectively and diplomatically with the general public.
- Ability to understand City policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties without constant and direct supervision.
- Physical ability including endurance for prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting with limited equipment and facilities, and daily exposure to weather extremes including sun, heat, and animals such as spiders, snakes, aquatic species etc.

**This institution is an equal opportunity provider and employer.**