



## Cedar Beach Monitor Job Duties

The Town of Harpswell is required by license agreement to provide a paid monitor twice a day (AM & PM) to monitor the usage of Cedar Beach. This position is for Memorial Day weekend to Labor Day weekend only.

### **Overall**

To assist the Recreation Director in operation of the authorized user area of the beach and parking lot.

### **Reports to**

Recreation Director

### **Primary Monitor Duties**

- As an employee, you are a representative of the Town of Harpswell, and must greet the authorized beach users in a friendly and courteous manner.
- Beach rule education must be done a gentle, non-confrontational manner.
- Monitor the road and beach to observe that beachgoers are following the rules.
- Check parking areas, note number of cars parked upon arrival and departure.
- Inform beachgoers if they are outside the usage area and bring beachgoers back into the usage area if they are outside the boundaries.
- Talk with beachgoers to see that they are Harpswell residents, non-resident taxpayers or a guest of either (this includes renters and hotel/motel guests).
- Beachgoers are permitted to use the “Lester Family Beach” that is adjacent to the Cedar Beach Easement as long as the easement rules continue to be followed.
- Offer alternative beach areas if they do not meet authorized user requirements (Harpswell Guide).
- Pick up and bag any small trash items to be disposed of at the recycling center.
- Other duties that may be assigned by the Recreation Director as needed.

### **Employment Details**

- Proper attire is required (neat and clean) including uniform shirt.
- Record time, activity, car counts, people counts and any rule corrections on a log sheet.
- Must be able to walk at least 1/2 mile during a shift.
- This position is seasonal part-time, shift work.
- Days and hours will vary. There is scheduling flexibility week to week.
- In the event you will be absent notify the Recreation Director as soon as possible.
- No monitoring will be performed in the event of heavy rain, heavy fog or cold temperatures.
- Pay is on a weekly payroll basis.



# Mitchell Field Monitor Job Duties & Beach Rules

## Mitchell Field Road Rules

- Speed Limit is 15 mile per hour
- Vehicles only allowed on Mitchell Field Drive up to the saw horse at Running Tide
- No vehicles permitted on the causeway
- No vehicles permitted on the perimeter road
- No parking on the grass or on the roadway. There are four parking areas –Sentry House, concrete pad, behind the Admin Building, and along the waterfront
- Cars can park on the roadway at the Community Garden, not on the grass
- Load/unload area in front of the Admin Building for beachgoers and kayakers/dinghies
- People/dogs/bicycles are allowed to walk/ride on Mitchell Field Drive

## Field and Beach Rules

- Hours are sunrise to sunset
- Dogs must be leashed or have a shock collar anywhere on the field unless they are at the beach swimming
- Pick up all dog waste – Two stations: Sentry House and Bandstand
- Motorized boats are not allowed in the swimming beach area
- People can use the Bandstand area. Cars can park on the gravel drive next to it
- NO fires or fireworks at all
- NO nudity
- NO rowdy or rude behavior
- NO alcohol
- NO loud music
- Carry In/Carry out all trash
- Two portable toilets – Sentry House and Admin Building
- Drones/RMC pilots must notify The Cocquyt's (Farr Field) they are flying. Call 207-522-5648 and leave message with Flight Ops date & Time, location relative to FF (MF is south), and max operating altitude

## Monitor Duties

- Wear uniform shirt provided by Town
- Help people find a parking spot
- Monitor the road and beach areas to observe that people are following the rules
- Talk with people, answer questions they may have about the area
- Help keep everyone safe. Speeding is the biggest safety issue.