



Seasonal Beach Steward

Job Summary

The Seasonal Beach Steward is responsible for performing multiple duties relaying the Walton County tourism brand to visitors.

Essential Job Functions

- Educates residents and visitors regarding Walton County beaches and beach-related municipal codes
- Communicate the Walton County experience, brand, and destination effectively
- Provide beach and Walton County information for visitors including accommodations, restaurants, recreational activities, locations of public beach accesses and all other available services
- Report violations of beach activity regulations, etiquette, and procedures to the appropriate Walton County Beach Code Compliance staff
- Communicate with the public about the beach steward program through presentations, speaking engagements, notices, surveys, etc.
- Coordinate with Walton County Beach Code Compliance to remove items from the beach that violate guidelines or beach-related municipal codes
- Adheres to work schedule and attendance requirements, including holidays and weekends
- Performs other work as directed and required

Knowledge, Skills, and Abilities

- Knowledge of city, county, state, and federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives
- Knowledge of Walton County beach-related municipal codes and beach etiquette behavior
- Knowledge of a variety of vacation areas and businesses in Walton County, including restaurants, accommodations, tourist attractions and public beaches
- Knowledge of the Walton County tourism experience, brand, and destination
- Knowledge of Microsoft Office products, including Word, Excel, and PowerPoint
- Ability to represent Walton County and the tourism industry in a positive way
- Ability to operate standard office equipment
- Ability to self-motivate and work within timelines and deadlines
- Ability to work flexible hours, including holidays and weekends
- Ability to work outside, including exposure to excessive heat and sun
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective, courteous working relationships with public officials, peers, other divisions and departments, and citizens
- Ability to remain calm in stressful situations and to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns

Minimum Qualifications



Required:

- Two (2) or more years of professional experience in a customer service role, or a closely related field
- Valid driver's license

Note: *At the discretion of the hiring manager and/or the Director of Human Resources an equivalent combination of education and experience may be considered.*

Physical Demands and Work Environment

The following physical activities are necessary to perform one or more essential functions of this position. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Sits or stands for long periods of time. Communicates effectively in person and/or by using telecommunications equipment. Creates documents, reports, etc., using a writing instrument (such as a pencil or pen) or computer. Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Moves, lifts, carries, and places objects weighing up to 50 pounds without assistance. Considerable outdoor work is required. Works in outside weather conditions. Occasionally works in high, precarious places and occasionally is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud. Travel between locations to effectively address the organizational needs of the department.

This position may be required to report for work when a declaration of emergency has been declared in Walton County.

Effective Date: 02/08/2025

Department: Code Compliance

Position #: 108805

Job Class: Contract Laborer

Personnel Status: Part Time Seasonal

Position Reports to: Code Compliance

FSLA Status: Nonexempt

EEO Class: 8- Serv/Maintenance

EEO Function: 06 – Natural Res/Parks & Rec

Pay Plan: W01

Safety Sensitive: Yes



I have read, understand, and can perform the essential functions of this position either with or without reasonable accommodation.

Employee Printed Name: _____

Employee Signature: _____

Today's Date: _____