

Town of Sullivan's Island
Police Department

Position: Beach Services Officer (Part-time / Seasonal)

Salary: \$20.62 per hour

Job Description: The Town of Sullivan's Island is accepting applications for part-time / seasonal Beach Services Officer position. Successful candidates will assist certified Police Officers with the enforcement of various Town ordinances such as but not limited to; parking regulations and other beach related codes. The position offers an opportunity to those interested in a law enforcement or law studies career. The ideal candidate shall have the ability to work in an outdoor summer environment, be able to communicate effectively both orally and in writing, and possess a valid South Carolina driver's license. Applicants must be willing to work week-ends and holidays. The season starts by the end of March and lasts until November 1st.

The Town of Sullivan's Island is an equal opportunity employer.



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The Town of Sullivan's Island Police Department is now accepting applications for **Part-Time / Seasonal Beach Services Officers**. This position offers valuable experience for individuals interested in pursuing a career in law enforcement or law studies. Beach Services Officers assist certified Police Officers in enforcing Town ordinances, including parking regulations and beach-related codes such as alcohol violations.

Position Summary

The Beach Services Officer performs non-sworn public safety, code enforcement, and community engagement duties in support of municipal and police department operations. This position provides highly visible uniformed patrol presence in residential neighborhoods, business district, parks, and beach areas to promote compliance with local ordinances, enhance public safety, and deliver exceptional customer service to residents and visitors. Beach Services Officers serve as ambassadors for the municipality and police department while enforcing local regulations related to beach operations, parking, noise, animal control, and quality-of-life concerns.

Position Details

- Season: March – November
(May be extended at the discretion of the Chief of Police or designee)
- Hiring Preference: Applicants available April 1 – September 30
- Must be available to work flexible hours, including weekends and holidays
- Work performed primarily outdoors in all weather conditions, including heat, humidity, sun exposure, and inclement weather
- Uniforms and equipment provided

Key Responsibilities

- Operate a UTV vehicle on roadways and the beach
- Identify and enforce Town ordinance violations and parking regulations
- Direct traffic at collision scenes and during special events
- Issue warnings, citations, and municipal tickets as authorized
- Prepare written reports and maintain accurate documentation.
- Testify in court as required
- Assist with lost persons, minor medical situations, and public safety concerns
- Support emergency response agencies as directed

- Refer to and apply policies, procedures, codes, laws, and ordinances
- Maintain department equipment
- Communicate effectively via police radio
- Respond to animal control calls in collaboration with the Town’s Animal Control Officer
- Remain calm under pressure
- Serve as a resource and point of contact for community members seeking assistance or information.
- Support department outreach programs and public safety education efforts.
- Assist Police Officers with additional duties as assigned

Minimum Requirements

- High school diploma or equivalent
- Minimum 18 years of age
- Valid South Carolina driver’s license
- Strong communication skills (written and verbal)
- Ability to work independently in outdoor environments
- Basic report writing and computer proficiency
- Must pass extensive background investigation, drug screening, and physical
- No prior experience required; training provided

Preferred Qualifications

- Prior experience in law enforcement support, security, code enforcement, or military service
- CPR/First Aid certification
- Familiarity with South Carolina municipal court procedures
- Experience in customer service or hospitality environments

How to Apply

Applications are available online at: <https://sullivansisland.sc.gov/government/employment-opportunities>. Applicants are required to complete both the general application and the police department supplemental application.

Submit completed applications via:

Email:

Pam Otto, Human Resources
potto@sullivansisland.sc.gov

OR Mail:

Human Resources – Pam Otto
 PO Box 427
 Sullivan’s Island, SC 29482