

**Position Purpose:**

This role performs administrative and supervisory duties as they pertain to the management of the Town Beach at Bare Hill Pond and assists the Parks and Recreation Commission in performing its official duties as they pertain to the department; performs all other work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Ensures full staffing and training of beach staff during the open season including the hiring and training of life guards, mentoring the lifeguard staff, supervising training, testing the lifeguards for swimming speed, endurance and readiness, deciding who will be sent to training classes for sailing and canoeing instruction each season.
- Maintains volunteer staffing levels to assist with the operations of the beach and to assess candidates for full-time staffing.
- Creates all lifeguard schedules and manages lifeguards on an ongoing basis to ensure there is always the appropriate coverage at the beach.
- Creates swimming lesson schedules and oversees all instructors.
- Manages all beach staff duties: cleaning up beach, setting up and taking down each day, guarding the swim area, sticker checkers, maintenance needs.
- Oversees and coordinates the opening of the beach house and prepares beach area for the season.
- Orders supplies for beach staff and making sure the equipment is operating properly and is up-to- date. This includes the defibrillator, patrol boat engine, Red Cross certificates, first aid supplies, rescue boards, etc.
- Manages and coordinates all day-to-day customer issues that arise at the beach during the season.
- Organizing and overseeing public events at the beach including: the 4th of July beach events, bon fire, and water shows.
- Provides background information and necessary research to assist the Parks and Recreation Commission in reaching decisions related to the operation of the town beach.
- Attends regularly scheduled Commission meetings at the request of the Commission.
- Oversees and administers the collection of revenues from swimming lessons, beach stickers, and out of town boat ramp user fees, and filling out necessary paperwork to deposit the money into the proper Parks and Rec. accounts.
- Manages the expense budget and purchases supplies.
- Maintains accounting records.
- Maintains staff records and prepares and approves the payroll.
- Assists with preparation of budget statistics and status reports, as required by the Commission.
- Accepts applications and fees for licenses and permits regulated by board.
- Maintains calendar timetables as required for applications and referrals.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma, Associate's or Bachelor's Degree preferred. Three to five (3 -5) years of supervisory experience in a similar setting and Two (2 +) years of related experience; must possess certification in lifesaving: particularly the Red Cross Advanced Lifesaving Certificate, CPR-AED and First Aid.

**Knowledge, Ability and Skill:**

**Knowledge:** Working knowledge of program development and resources management, working knowledge of hiring and managing staff, working knowledge of basic life saving techniques, knowledge of water hazards, knowledge of best practices and surveillance techniques.

**Ability:** Ability to lead and supervise staff, ability to establish and maintain effective working relationships with peers and staff and the general public, ability to recognize priorities and work cooperatively to support their accomplishment, ability to handle stressful situations effectively often under considerable pressure, ability to plan, organize and collaborate with others, ability to communicate effectively, ability to be vigilant and consistently alert, ability to perform lifesaving activities such as resuscitation and first aid.

**Skills:** Excellent supervisory and customer service skills, organization skills, creative solutions skills, excellent verbal and written communication skills, skill in the use of the above mentioned equipment

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to run and swim, ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking safety equipment. May be required to lift or move 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

**Supervision Scope:** This position performs various duties requiring a thorough knowledge of departmental operations and the ability to complete assigned tasks according to established procedures and protocol.

**Supervision Received:** Works under the direction of the Parks & Recreation Commissioners. Sets own daily work plan while following outlined procedures and tasks; escalates issues as necessary to supervisor.

**Supervision Given:** Lifeguards and all beach staff.

**Job Environment:**

- Work is performed under varying conditions, with exposure to various weather conditions, and the hazards associated with the beach/pools.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public and staff.
- Errors in either the technical application of recognized public health and safety procedures, or in the interpretation of related information, could seriously endanger public health and safety, result in inadequate conditions of sanitation, have legal and financial ramifications, and cause severe adverse public relations. Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*