HOLLISTON PARK DEPARTMENT
JOB DESCRIPTION

<u>POSITION</u>: Waterfront Supervisor   Seasonal: 25-40 hours per week includes weekends

<u>EXPERIENCE/QUALIFICATIONS:</u>
- At least 21 years of age.
- Demonstrate leadership ability.
- Demonstrate administrative ability.
- Minimum of 2 years experience on staff of similar program.
- Demonstrate ability to deal with public in a professional manner.

<u>CERTIFICATIONS</u>: current Lifeguard & First Aid certification current (within 1 year) CPR certification

<u>PRIMARY RESPONSIBILITIES:</u>
- Daily supervision of lifeguard staff.
- Lifeguard duties including swim lesson instruction, rotations in the chair, and cleaning facilities.
- Instruction and guidance teaching swim lessons with the staff.
- Weekend supervision.
- Supervision of Gate and concession attendants.
- Development of a schedule that maximizes safe coverage of the waterfront area.
- Plan, develop and implement pre-season staff training program.
- Administer weekly in-service training refreshers to all lifeguard staff.
- Plan, develop and implement a written summer swim lesson curriculum for day program attendees.
- Oversee set-up and breakdown of waterfront.
- Assist in the presentation of staff meetings.
- Maintain regular communication with Recreation Director.
- Maintain weekly time sheets for staff.
- Assist in development & implementation of emergency plans drills.
- Notify the Recreation Director immediately in event of unsafe facility, emergency or medical situation.
- Prepare mid-season & end of season staff evaluations.
- Maintain written records.
- Prepare end of season written report.
- Oversee Lake Winthrop facility and arrange for proper maintenance through the Recreation Director.
- Maintain professional appearance.
- Attend all staff meetings.
- Represent Park Dept. through appropriate conduct during off-hours.
- Maintain appropriate inventory of equipment and supplies.
- Perform other duties as directed by Recreation Director.

<u>SALARY</u> $14.00-$16.50 hourly
<u>REPORTS TO</u>: Director/Assistant Director

Revised 1/17