



**Job Title: Beach Manager- Recreation Department**

**Classification:** Seasonal Part-time **Supervisor:** Recreation Supervisor

**Rate:** Starting at \$17/hour

**Job Overview:**

Works under the direction of the Recreation Supervisor. The Beach Manager monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing all duties listed in this job description. The Beach Manager is responsible for the daily organization, staffing of beach personnel, assisting the Recreation Supervisor with in-service training, swim lessons, and overall operations of the Beach facility. Maintains positive and effective communications between staff, patrons, and parents/legal guardians of swim lesson participants. **Beach Manager must remain constantly alert while on duty.**

**Skills and Qualifications:**

- Must have a high school diploma or G.E.D. with 2 years' experience as a lifeguard.
- Must have knowledge of running a beach operations and swim lessons.
- Certified in CPR/First Aide/AED. Certified as a Lifeguard with a waterfront component. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Must demonstrate vision capabilities of 20/30 corrected or best corrected. Must wear corrective eye wear at all times to maintain 20/30 or better vision while lifeguarding.
- WSI, Lifeguard Instructor and Food Service Sanitation Certificate are desirable.
- The Beach Manager must also have the ability to enforce regulations in a courteous and polite manner and maintain a positive attitude.

**Essential Duties & Responsibilities:**

- Oversee and monitor the batch out per shift of the concessions and gate operations.
- Cautions swimmers regarding unsafe activities by enforcing facility rules and regulations.
- Rescues swimmers in danger of drowning and administers first aid, CPR and AED under potentially stressful situations.
- Supervise/assist/assign maintenance work to lifeguards as assigned by the Recreation Supervisor including cleaning the beachfront, the beach house, bathrooms, upkeep and maintenance of the beach area, shed, park and marina and removal of seaweed from the beachfront and boat launch area of the marina.
- Has the ability to perform the physical and cognitive skills necessary to achieve and maintain a lifeguard and CPR certification as prescribed by the Wauconda Park District.
- Assists the Recreation Supervisor with staff meetings/safety in-service education meetings.
- Has the ability to use a kayak on Bangs Lake.
- Keep all patron information confidential.
- Prevent accidents through enforcement of policies, rules, regulations and ordinances governing the conduct of persons at the beach.
- Supervise and check all payroll activities related to beach operations.

- Must be available to work all special events, weekends and holidays unless other arrangements have been made in writing.
- Create, implement and submit lesson plans for swim lessons.
- Evaluate and report on swim lesson participants at the end of each session.
- Order/notify Recreation Supervisor of equipment/supplies/concessions that needs to be ordered every Sunday, to be purchased and picked up the following week.
- Assume other duties and responsibilities as assigned by the Recreation Supervisor.

**Hours:**

- Hours of operation include Monday – Sunday 10:30 a.m. – 7:30 p.m., with a possible start at 9 a.m. for Swim Lessons, June- mid August. Saturday-Sunday 11:30 a.m.- 5:30 p.m. mid-August-Labor Day weekend. Special events outside normal hours may be required.

**Safety and Risk Management:**

- Corrects unsafe conditions and/or reports them to supervisor.
- Maintains a working knowledge of all general agency and departmental-specific safety rules.
- Uses material-handling equipment or staff assistance when lifting and/or moving objects 50 lbs or greater.
- Must be able to use personal protective equipment based on job specific tasks which may include but is not limited to exposure to excessive sunlight and protective gloves.
- Promptly reports any work-related or patron injuries to supervisor.

**Marginal Functions:**

- Ensure program activities are conducted safely and conducted according to all safety guidelines.
- Recommend changes in beach operation and status changes of personnel.
- Evaluate staff mid-way through the season and at the end of the beach season.
- Assist in the set up and break down of beach house at the beginning and closing of season as well as birthday parties and special events.
- Organize and keep clean the maintenance room, shed, back room and office for efficient use of space.
- Evaluate/assess staff performance through scheduled performance reviews.

**Competencies:**

- Demonstrate consistent attendance and on-time arrival.
- Follow instructions and respond to management direction; take responsibility for own actions; keep commitments and complete tasks on time.
- Approach others in a tactful manner; react well under pressure and treat others with respect.
- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude and be receptive to constructive criticism.
- Manage difficult or emotional customer situations.

- Exhibit sound and appropriate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- Identify and resolve problems in a timely manner; and develop alternative solutions.
- Listen and get clarification; and respond well to questions.

**Physical Demands:**

- Requires frequent standing, walking, climbing and balancing.
- Requires occasional hands to finger, handle or feel, reach with hands and arms, taste or smell.
- Requires medium (40-50 lbs.) strength with the ability to occasionally lift and/or move 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

**Environmental Considerations:**

- Employee must park in exposed parking lot with the potential of walking ¼ mile to designated site.
- Exposed to various outside weather conditions including water, sun, cold, rain, high humidity and extreme heat.
- Employee may be exposed to a variety of communicable disease, to include exposure to potential blood borne pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Updated: April 3, 2023**

**Updated by: Cindy Babicz**

**Approved by:**

**Approval Date:**

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_