

75 Mill Plain Road
Fairfield, CT 06824



Phone (203) 256-3191
Fax (203) 256-3145

WATERFRONT DIRECTOR

Department: Parks & Recreation
Pay Grade: Hourly (40 hours per week, seasonal)

General Duties and Responsibilities

- Interviews and recommends all assistant directors, sailing director, lifeguard captains, lifeguards, swimming instructors and parking attendants for five (5) parking lots (Jennings Beach, Lake Mohegan, Sasco Beach, Southport Beach and Ye Yacht Yard).
- Supervises all waterfront staff and parking staff.
- Responsible for schedules and maintains payroll records for directors, lifeguards, lifeguard captains, swimming instructors, sailing personnel and parking attendants for five (5) parking lots.
- Supervises, schedules and staffs all swimming lessons and assists sailing director with scheduling, supplying and staffing all sailing lessons.
- Implements procedures to maintain the safety of beach patrons and staff.
- Supervises, implements and delivers in-service instruction for all staff.
- Inspects six (6) waterfront facilities (Jennings Beach, Penfield Beach, Lake Mohegan, Sasco Beach, Southport Beach and South Pine Creek Beach) and five (5) parking lots daily.
- Inspects all waterfront equipment and repairs or replaces as needed.
- Orders all supplies, equipment and uniforms for waterfront staff within budget allocations.
- Fills in as a lifeguard captain, lifeguard, swimming instructor and parking attendant when needed.
- Responsible for accounting for all receipts and tickets at Jennings Beach and Lake Mohegan parking lots.
- Prepares required reports and maintains records for Town departments.
- Attends meetings and performs other related duties as required.
- Reports to Parks & Recreation Director.

Qualifications

- ❖ Must hold valid Red Cross certificates in Lifeguarding, First Aid, Waterfront Lifeguarding, CPR for the Professional Rescuer, AED Usage, and Water Safety Instruction.
- ❖ Must hold valid Red Cross Instructorship to teach Lifeguarding, First Aid, Waterfront Lifeguarding, CPR for the Professional Rescuer, AED Usage and all swimming classes in the Red Cross Learn to Swim program.
- ❖ Must have several years' experience in teaching the above courses.
- ❖ Must have at least 10 summers of experience in Waterfront Aquatics and management. Of those minimum 10 summers, some of that experience should be at both salt water and freshwater facilities.
- ❖ Must hold a valid Connecticut Safe Boater's Certificate.