

ASSISTANT WATERFRONT DIRECTOR

Branch: Recreation
Location: Norwich, CT 06360
Department: Recreation
Closes On: April 1, 2018 at 04:30 PM EST
Details: Seasonal / \$15.00 per hour

General Description

The Assistant Waterfront Director is responsible for assisting with the overall management of Mohegan Park Beach, including

- staff supervision, training and evaluation;
- program planning and implementation;
- assists with swim lessons

Assistant Waterfront Director is responsible for the assisting the Waterfront Director with supervision of the water front area during periods of operation. All Lifeguards are to insure patron service and safety both in and out of the water, provide emergency care when needed and monitor and control patron activities at swimming site.

The Assistant Waterfront Director assists in maintaining a safe work environment for all involved. It is also crucial to maintain a dynamic work environment that helps the staff work together. Minor administrative duties are also required.

Duties & Responsibilities

ESSENTIAL DUTIES

- Monitor water area during hours of operation for participant safety.
- Explains/clarifies and enforces rules for participants safety.
- Continually observes patrons both in and out of water to ensure their safety.
- Administers First aid/CPR/AED when necessary and completes the necessary reports.
- Keeps all certifications current and attends orientation and participates all assigned in-service training.
- Assists in cleaning beach areas/locker rooms/bath houses etc.
- Keeps daily statistics, records of the number of patrons on site and the weather conditions.

- Assist with supervising and evaluating lifeguards to be sure they are performing in accordance with their job descriptions and adhering to the lifeguard manual.

- Plans and assists with staff meetings and training to improve staff performance, consistency and customer service.
- Assist with inspections and evaluations of staff performance.
- Provide assistance to staff when needed, including acting as a role model and demonstrating appropriate work habits.
- Assists with lists of supplies needed.
- Assists with staff schedule when needed in order to provide adequate supervision, appropriate time tables in order to provide a well-organized and safe environment.
- Assists with weekly time sheets for staff and develop weekly staff schedule.
- Other duties as assigned.
- Available for orientations as well as the entirety of Beach Season (approximately 10 weeks).

SUPERVISION RECEIVED

Reports to Program Administrator.

Qualifications

- Ability to work with a variety of people; some college background; demonstrated ability to supervise; abilities to develop and maintain effective working relationships with subordinates; initiative; administrative ability; good judgement. Must be currently Lifeguard certified in Basic Life Saving, which includes CPR (adult, child, infant and pocket mask) First Aid and AED. Water Safety Instructor certification recommended. Must have quick decision making abilities for emergency situations and response, good communication skills, demonstrate dependability and must be available to work weekends.
- Knowledge, Skills and Abilities
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- Ability to work with a variety of people.
- Demonstrated ability to supervise.
- Abilities to develop and maintain effective working relationships with subordinates.
- Initiative.
- Administrative ability.
- Good judgement.
- Important Information
- Confidentiality – may be exposed to confidential medical information. Information learned in treating patrons is strictly confidential!
- In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement or will meet the minimum qualifications by the application deadline.
- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER