

## **WATERFRONT DIRECTOR**

Branch: Recreation  
Location: Norwich, CT 06360  
Department: Recreation  
Closes On: April 1, 2018 at 04:30 PM EST  
Details: Seasonal / \$20.00 per hour

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### **General Description**

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

- staff supervision, training and evaluation;
- program planning and implementation;
- create swim lesson curriculum and teach swim lessons

Waterfront Director is responsible for the 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 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**

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.

Supervises and evaluates lifeguards to be sure they are performing in accordance with their job descriptions and adhering to the lifeguard manual.

Plans and conducts staff meetings and training to improve staff performance, consistency and customer service.

Continually inspects and evaluates staff performance.

Provide assistance to staff when needed, including acting as a role model and demonstrating appropriate work habits.

Submits list to the Recreation Program Administrator for all supplies needed.

Arrange staff schedule in order to provide adequate supervision, appropriate time tables in order to provide a well organized and safe environment.

Submits weekly time sheets for staff and develop weekly staff schedule.

Other duties as assigned.

### **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 certified in Basic Life Saving, which includes CPR (adult, child, infant and pocket mask) First Aid and AED certification and Water Safety Instructor (WSI) and recommended Lifeguard Instructor Certification but not required. Must have quick decision making abilities for emergency situations and response, good communication skills, demonstrate dependability and must be available to work weekends.

Must be 17.5 years or older.

Must be available for orientations as well as the entirety of Beach Season (approximately 10 weeks).

### **Important Information**

Confidentiality – lifeguards 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.

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