

75 Mill Plain Road  
Fairfield, CT 06824



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## WATERFRONT DIRECTOR

The Waterfront Director works under the direction of the Director and Assistant Director of Parks & Recreation, to ensure the general safety of guests and staff at the waterfront, to supervise the waterfront team and to oversee Fairfield's Aquatic Programs.

**Department:** Parks & Recreation

**Pay Grade:** \$20 - \$25 Hourly (40 hours per week, seasonal)

### General Duties and Responsibilities

1. Oversee the Waterfront Staff
  - Recruit, interview and hire all assistant directors, lifeguard captains, lifeguards and swimming instructors
  - Create schedules and process bi-weekly payroll for waterfront team
  - Plan and provide orientation for staff and conduct trainings as necessary
  - Maintain all physicals, certifications and training records
2. Ensure the safety of guests and staff at waterfront
  - Implements procedures to maintain the safety of beach patrons and staff.
  - Inspect waterfront facilities daily; report any defects to Assistant Director
  - Inspects waterfront equipment daily; restock, repair and/or make recommendations to replace as needed
3. Provide leadership in case of waterfront emergency
  - Orchestrate all aspects of Emergency Action Plan (EAP)
  - Complete appropriate follow up documentation for any waterfront emergency or rescue
4. Oversee Aquatic Programs
  - Schedule, staff and supervise swimming instruction courses
  - Liaise with Recreation Coordinator to facilitate waterfront games and activities
5. Maintain highest level of customer service
  - Maintain visible presence on waterfront; regularly interact with & engage guests
  - Expedite response to patron feedback
6. Administrative Function
  - Orders all supplies, equipment and uniforms for waterfront within budget allocations
  - Prepares required reports and maintains records for Town departments.
  - Perform staff evaluations
  - Attends meetings and performs other related duties as required.
  - Produce an annual report compiling relevant statistics and recommendations for improvement to be reviewed by the Recreation Director

### Qualifications

1. Must hold current/valid Red Cross certificates in Waterfront Lifeguarding, Water Safety Instruction, CPR/AED for the Professional rescuer and First Aid.
2. Must hold valid Red Cross Instructorship to teach Waterfront Lifeguarding, Water Safety Instruction, CPR/AED for the Professional rescuer and First Aid and all swimming classes in the Red Cross Learn to Swim program.
3. Must have experience in Lifeguarding and Aquatics Management
4. Must possess a valid driver's license.