

Jobing Approved Metropolitan Park District

Beach Manager Position Description

(Seasonal)

Qualification

The Seasonal Beach Manager is responsible for the daily operation of the beach and beach house, oversees the Beach Staff, and reports to the Park Superintendent.

Essential Duties

- 1) Manages the day-to-day operation of Ottawa Metro Park Beach and beach house.
- 2) Supervises the Assistant Beach Manager and Lifeguards.
- 3) Prepares necessary reports as required.
- 4) Assists in staff scheduling.
- 5) Checks and maintains guard certifications.
- 6) Conducts emergency procedures as planned and when necessary.
- 7) Performs disciplinary action when necessary.
- 8) Checks and balances cash records of daily receipts.
- 9) Maintains records, receipts, and various supplies.
- 10) Maintains cleanliness of beach and beach house.
- 11) Acquires a thorough knowledge of the principles and practices of facility rules, policies, and procedures, along with the same regarding the Park District in general.
- 12) Conveys pertinent information regarding other Park District functions to the public. / needs
- 13) Designs tasks to the Assistant Beach Manager and Lifeguards.
- 14) Performs other related duties as requested.

Qualifications

- 1) High school diploma.
- 2) Associate degree (minimum) or Bachelor's degree (preferred) OR minimum 18 years of job/work experience involving supervisory/management duties.
- 3) First Aid/CPR training (provided upon hiring)
- 4) Supervisory skills.

Special Requirements

- 1) Considerable knowledge of safe, efficient practices in customer operations.
- 2) Ability to write, speak, and communicate in an effective manner to staff, supervisor, the public, and the media.
- 3) Available for the entire current season.
- 4) Available to work alternating weekends and holidays required.

