

## Jobny Appointed 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 / media.
- 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.

