

**CITY OF GROTON
POSITION DESCRIPTION
BEACH SUPERVISOR**

Position Title: Beach Supervisor
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: Seasonal
Approval Date: February 1, 2020

SUMMARY

The Beach Supervisor, under the direct supervision of the Director of Parks and Recreation, plans, directs and supervises programs and activities at the City of Groton Eastern Point Beach.

ESSENTIAL FUNCTIONS AND DUTIES

1. Plans, directs and supervises programs and activities at Eastern Point Beach.
2. Enforces all policies, rules and regulations of the City of Groton and maintains a safe environment for members of the public.
3. Supervises the daily work activities of personnel assigned to work at Eastern Point Beach.
4. Plans and supervises the daily maintenance of the beach facilities.
5. Maintains and inventories supplies, equipment and materials utilized at Eastern Point Beach.
6. Evaluates, analyzes and makes recommendations for improvement of beach programs and facilities.
7. Serves as liaison for other agencies and organizations that want to utilize the beach facilities.
8. Prepares and maintains statistics and reports for activities and attendance at the beach.
9. Supervises seasonal City employees who are assigned to work at Eastern Point Beach.
10. Promotes a professional and courteous image of the City of Groton.
11. Conducts weekly training sessions with staff.
12. Performs all other duties as may be assigned.

EDUCATION AND/OR EXPERIENCE

Must be at least 20 years of age or older.

High school diploma or equivalent.

Minimum of two (2) years of college training in education, recreation or a related field is preferred.

CERTIFICATIONS

Must possess and maintain as a condition of employment, proof of successful completion of Adult/Child/Infant Cardio Pulmonary Resuscitation (CPR) and first aid certification.

Experience and certification as a lifeguard or water safety instructor is preferred.

A minimum of four (4) years of work experience in either a supervisory or leadership role.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable in the principles, practices, rules, regulations and safety procedures of planned recreational programs conducted at waterfront areas.

Able to develop and maintain effective working relationships with co-workers, subordinates and members of the general public.

PHYSICAL DEMANDS

While performing the duties of this position, the individual must be in excellent physical condition. The individual is frequently required to talk and hear; stand, walk, sit, use hands and fingers, reach with hands and arms, stoop and swim. Must be able to lift up to a maximum of fifty (50) pounds. The individual must have the physical ability to remove individuals of varying weights from the beach water.

WORK ENVIRONMENT

The work is performed in a building or in the outside environment. The employee is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE