

Job Description Beach Manager

Nature of Work:

The beach manager is responsible for overall beach maintenance and supervision of lifeguards, attendants, maintenance staff and beach patrol. The beach manager oversees scheduling lifeguards, delegation of beach duties, plays an active role in hiring and training of new staff, and instruction of in-service training. The beach manager plays a large role in assisting with the implementation of special events. The beach manager reports to the Recreation Supervisor.

Qualifications:

1. Current American Red Cross lifeguard instructor training, first aid, CPR, and WSI certifications are desirable.
2. Minimum of two years experience in aquatic supervision, management and operations.
3. Thorough knowledge of lifeguarding skills, personnel scheduling, and water safety practice.
4. Able to work both weekdays and weekends.

Essential Duties:

1. Overall responsibility for the safety of the facility.
2. Responsible for the sanitation of the facility.
3. Assist in conducting and documenting staff training.
4. Preparation of staff and beach schedules.
5. Assisting with the implementation of special events.
6. Attendance at workshops and in-service training's.
7. Lifeguarding (20/30 binocular vision uncorrected or best corrected.)
8. Supervision and evaluation of lifeguards, attendants, and maintenance staff.
9. Assist all staff with daily operations.
10. Other assigned duties necessary.

Psychological Considerations:

1. Position will call for staff to work in high humidity.
2. Position requires quick and accurate response to emergencies.
3. Position requires use of household-type chemicals.

Environmental Considerations:

1. Working in all weather conditions common between June and September.

Cognitive Considerations:

1. Staff must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies.
2. Staff must be able to demonstrate and perform proper communication skills.

Physical Demands:

1. Manual Dexterity: Work requires regular speed and accuracy for most of the working day.
2. Physical Effort: Work requires handling average weight materials or equipment, approximate weight 50 lbs.
3. Working Conditions: Occasional exposure to moderately disagreeable features.
4. Hazards: Possibility of accidents of a minor nature requiring first aid.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Job Description Head Lifeguard

Nature of Work:

The head lifeguard is responsible for beach maintenance and supervision of lifeguards, attendants, and maintenance staff. Head lifeguard oversees lifeguard scheduling, delegation of beach duties, plays an active role in training of new staff, and instruction of in-service training. In addition, the head lifeguard is responsible for on-site operation of the beach in the absence of the beach manager. The head lifeguard reports any information to the beach manager.

Qualifications:

1. Current lifeguarding license. American Red Cross Lifeguard Instructor and American Red Cross WSI™ preferred.
2. Three or more years experience as lifeguard.
3. 20/30 binocular vision uncorrected or best corrected.

Essential Duties:

1. Assist the beach manager in the programming and operation of the facility including training and supervising.
2. Provide direct service when necessary. This may include lifeguarding, maintenance, or other duties assigned by the beach manager.
3. Assist in scheduling staff.
4. Inventory supplies and report to beach manager for re-ordering.
5. Oversees daily safety check of facility.
6. Reports mechanical problems to beach manager.
7. Assists with public relations.
8. Sets good example as a lifeguard to other staff.
9. Conducts staff meetings and in-service training.
10. Acts as a representative of the Winnetka Park District and as a role model for all aquatic staff. Actions must reflect policies and procedures set by the park district.

Psychological Considerations:

1. Position will call for staff to work in high humidity.
2. Position requires quick and accurate response to emergencies.
3. Position requires use of household-type chemicals.

Environmental Considerations:

1. Working in all weather conditions common between June and September.

Cognitive Considerations:

1. Staff must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies.
2. Staff must be able to demonstrate and perform proper communication skills.

Physical Demands:

1. Manual Dexterity: Work requires regular speed and accuracy for most of the working day.
2. Physical Effort: Work requires handling average weight materials or equipment, approximate weight 50 lbs.
3. Working Conditions: Occasional exposure to moderately disagreeable features.
4. Hazards: Possibility of accidents of a minor nature requiring first aid.

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Job Description Lifeguard

Nature of Work:

The lifeguard's responsibility is to oversee the general safety of the beach area, patrons, and have thorough knowledge of the facilities rules, policies, and procedures. The lifeguard will take preventative measures through enforcement of rules and policies to ensure the safety of all patrons. In addition, the lifeguard will be responsible for the maintenance and cleanliness of the beach, bathrooms, and office area. Lifeguards will report any problems or incidents to the beach manager or head lifeguard.

Qualifications:

1. Must be at least 16 years of age.
2. Red Cross current lifeguarding license. Winnetka Park District certifies all lifeguards before the beach season.
3. Current first aid and CPR license.
4. 20/30 binocular vision uncorrected or best corrected.

Essential Duties:

1. Provide a safe environment for patrons.
2. Scan the appropriate zone utilizing the 10/20 protection rule.
3. Practice preventive lifeguarding.
4. General maintenance; hosing deck/bathrooms, garbage pick-up, changing bathroom supplies, etc.
5. Perform daily water chemistry tests.
6. Fill out proper forms, i.e. accident reports, etc.
7. Must attend four hours of in-service training every month.
8. Other duties as assigned by supervisor(s).
9. Acts as a representative of the Winnetka Park District and as a role model for all aquatic staff. Actions must reflect policies and procedures set by the Park District.

Psychological Considerations:

1. Position will call for staff to work in high humidity.
2. Position requires quick and accurate response to emergencies.
3. Position requires knowledge of chemicals and operations.

Environmental Considerations:

1. Working in all weather conditions common between June and September.

Cognitive Considerations:

1. Staff must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies. Staff must also be able to demonstrate and perform proper communication skills.

Physical Demands:

1. Manual Dexterity: Work requires regular speed and accuracy for most of the working day.
2. Physical Effort: Work requires handling average weight materials or equipment, approximate weight 50 lbs.
3. Working Conditions: Occasional exposure to moderately disagreeable features.
4. Hazards: Possibility of accidents of a minor nature requiring first aid.

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Job Description Beach Attendant

Nature of Work:

The Beach Attendant must have knowledge of hours of operation, registration procedures, handling of monies, and policies of the facility. The Beach Attendant is the first person patrons will come into contact with. The Beach Attendant is responsible to answer any questions, direct patrons to the appropriate parking areas, and handle money transactions. Beach Attendants report any complaints, restocking of cash drawer, or other problems to the beach manager or head lifeguard.

Qualifications:

1. Must be at least 15 years of age.
2. Good written and verbal skills.
3. Demonstrate maturity to deal with public.
4. Be able to work with money accurately.

Essential Duties:

1. Assure that all patrons of Winnetka Park District have a positive experience.
2. Pleasantly greet patrons who come to the facility and efficiently service their needs.
3. Answer any questions.
4. Knowledge of all rules, regulations and fees of the facility.
5. Balance daily cash against the cash journal report at the end of the day.
6. Place daily deposits in safe.
7. Keep \$40 cash drawer at closing.
8. Secure a qualified substitute for any assigned shift when unable to work.
9. Follow proper opening and closing procedures as assigned.
10. Report equipment problems or other pertinent information to the beach manager.
11. Other duties as assigned by supervisor(s).

Psychological Considerations:

1. Position will call for staff to work in high humidity.
2. Position requires quick and accurate response to emergencies.

Environmental Considerations:

1. Staff will be exposed to warm and humid conditions.

Cognitive Considerations:

1. Staff must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies. Staff must also be able to demonstrate and perform proper communication skills.

Physical Demands:

1. Manual Dexterity: Work requires regular speed and accuracy for most of the working day.
2. Physical Effort: Work requires handling average weight materials or equipment, approximate weight 30 lbs.
3. Working Conditions: Occasional exposure to moderately disagreeable features.
4. Hazards: Possibility of accidents of a minor nature requiring first aid.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Job Description Ranger/Park Patrol

Nature of Work:

The Ranger is responsible for the protection of the general public and natural resources. They perform a variety of duties, providing public relations, field support, emergency assistance, and enforcing park rules.

The Ranger is responsible for performing the essential functions as outlined in this analysis. This individual works in a two-person team most of the time, may occasionally work independently. They are part-time employees with a variable work pace, depending on the task required, which vary from light to heavy duty.

Qualifications:

1. High school graduate with experience in the field of public safety preferred
2. The position requires the individual to have skills needed for good public relations and to be able to effectively communicate with local public safety agencies.
3. The individual must possess the ability to communicate both orally and in writing; the ability to follow written and oral instruction; and to work productively without constant supervision.
4. Must possess a valid Illinois State Drivers License (Class D) and ability to pass a defensive driving course.

Immediate Supervisor:

The Ranger reports to the Recreation Supervisor.

Essential Duties:

1. Complete understanding of Park District ordinances and rules.
2. Required to work irregular hours and under adverse weather conditions.
3. Provide the park user with information about district parks and facilities and regulations regarding their proper use.
4. Check park users for proper permits issued by the District (i.e. total number of people in park, alcohol permits and location).
5. Assist in maintaining the peace through the interpretation and enforcement of District ordinances and rules.
6. Make daily patrols of all parks to check for and guard against vandalism and to ensure that park amenities are in good working order and in a safe condition.
7. Make daily reports to the Recreation supervisor on any observed problems or park repairs as needed.
8. Assist local law enforcement personnel when needed.

9. Ensure cleanliness of public parks when maintenance personnel are not on duty. Also responsible for the use and care of Ranger provided equipment and vehicle
10. Deliver equipment when needed, such as grills, tables, chairs.
11. Driving under all circumstances.
12. Traffic control.
13. Foot patrol.

Psychological Considerations:

1. The Ranger must work closely with co-workers and general public.
2. The Ranger must work in public area, and is responsible for the safety of the public and himself/herself.
3. The Ranger may be exposed to hazardous and stressful psychologically demanding situations.
4. The Ranger must work under the direction of his/her supervisor.
5. The Ranger may be responsible for organization of teamwork, if needed.
6. The Ranger must be able to make correct and safe judgements under "normal" and moderately stressful situations and circumstances.

Environmental Considerations:

1. Working in all weather conditions common between April and September

Cognitive Considerations:

1. The Ranger must be able to follow directions from supervisor with safe follow-through.
2. The Ranger must use good safety awareness and judgement.

Physical Demands

1. Manual Dexterity: Work requires regular speed and accuracy for most of the working day.
2. Physical Effort: Work requires handling average weight materials or equipment, approximate weight 50 lbs.
3. Working Conditions: Occasional exposure to moderately disagreeable features.
4. Hazards: Possibility of accidents of a minor nature requiring first aid.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

