



## **BAYSIDE BEACH WATERFRONT DIRECTOR**

### **Qualifications**

The Director must have a current WSI Certification and teaching experience (2-3 years preferred). A current Lifeguard, CPR and First Aid Certification required. The Director should have some familiarity with the mechanics of organizing and administering a large community swim program.

### **Description**

The Waterfront Director is responsible for the Bayside Park swim programs and personnel. He/she is responsible for organizing and promoting the summer long program under the Department. He/she has the responsibility for administration, management and maintenance of all beach facilities and equipment for the Town of Colchester. He/she will plan and implement two waterfront camps during the summer. He/she will be responsible for all bayside paddle sports operations and the inflatable waterpark operations. He/she works closely with the Program Coordinator and reports to him.

### **Essential Functions**

- The Waterfront Director will Coordinate swim lessons at all levels for all ages.
- The Waterfront Director will lifeguard and teach swim lessons when needed.
- The Waterfront Director must plan and organize all program activities and staff scheduling, including staff training.
- Keep and maintain all necessary daily, weekly and periodic reports and submit them to the Summer Program Coordinator.
- The Waterfront Director supervises the Lifeguards in seeing that the buoy lines, teaching stations, first aid supplies, kick boards, and other materials are available for use before the program begins and must also see that all equipment is stored at the end of the season.
- The Waterfront Director must organize and run weekly meetings for the WSI emphasizing positive information and improvements for the good of the program.
- The Waterfront Director will supervise all Bayside Paddle Sports operations and staff. Including checking daily cash outs.
- The Waterfront Director will supervise all staff and the Inflatable Water Park.
- The Waterfront Director must conduct weekly trainings for all lifeguards to attend.
- Communicate with parents working as a liaison between the WSI and parents.
- Enforce Colchester Parks & Receptions Rules and Regulations to patrons at the Waterfront, as well to staff when needed.
- Be available and schedule staff for special events that involve the Waterfront, 4<sup>th</sup> of July, Triathlon, evening SUP & Sip.

### **Physical Demands**

Applicant will be working in an outside environment resulting in daily exposure to the weather. Applicant must be able to lift a minimum of 50 pounds.

### **Hours & Wages**

Seasonal Employment; June 18-21 (staff training), June 22 – August 25, 40 hours a week.  
\$16.00 – \$18.00/hour DOE