

Town of Sunapee, NH

POSITION: Beach Manager
FLSA STATUS: Non-Exempt
LABOR GRADE: \$17-\$20

DEPARTMENT: Recreation
REPORTS TO: Recreation Director
DATE:03/08/2024

GENERAL SUMMARY

The Beach Manager, reports to the Recreation Director, is responsible for the planning, organization, staffing of beach personnel, and overall operations of the Beach facilities. Overall beach operation includes scheduling, in-service training, swim lessons, maintenance, and coordination of water sports rentals. Maintains positive and effective communications between staff, patrons, and parents/guardians of swim lesson participants. Develop and lead staff training and in-services to maintain quality.

Identifies staffing requirements and conducts evaluations and performance appraisals to maintain the highest standards of excellence within the beach department. Required to meet all safety rules, policies and procedures and meet all standards of beach facility operations specified by guidelines, American Red Cross, and the Town of Sunapee.

Beach Manager must remain constantly alert while on duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the operations of the beach program and staff to ensure quality, efficiency, and safety.
- Prevent accidents through enforcement of policies, rules, regulations, and ordinances governing the conduct of persons at the beach.
- Ensure program activities are conducted safely and according to all safety guidelines.
- Maintain good public relations with all the children and adult patrons of the beach through a friendly and helpful attitude.
- Assign maintenance duties to lifeguard and concession staff.
- Keep an attentive lookout for accidents while on duty.
- Fill out appropriate reports.
- Daily inspections of beach, beach house, playground, docks, picnic tables, and watersport fleet.
- Oversee maintenance of beach equipment including Lifeguard Rafts, Rescue equipment, and playground equipment.
- Oversee and monitor concessions and inventory process daily.
- Supervise and check all timecard activities related to beach operations.
- Maintain inventory levels for sufficient needs at the Beach. Ensure accurate revenue reports are completed for the beach store.
- Recommend changes in beach operation and changes of personnel levels each day.
- Evaluate staff at the end of the beach season.
- Lead the setup of beach store at the beginning and break down at conclusion of the season.
- Avoids unnecessary conversations with the public, other staff, and

other distracting influences.

- Be available to work at all unique events, weekends, and holidays unless other arrangements have been made in writing.
- Assume other duties and responsibilities as assigned by the Recreation Director.

SUPERVISORY CONTROLS

Works with the Assistant Beach Manager, Lifeguards, and Beach Attendant staff to ensure the safety and proper use of Beach and enforce all beach rules. Responsible for evaluating staff at the end of the season.

SCOPE AND EFFECT

Patrol and enforces rules and regulations at beach and grounds; acts as the ambassador for the beach, available for questions that may arise.

PERSONAL CONTACTS

Contacts are typically with the Recreation Director and staff. Work effectively and diplomatically with beach patrons, town officials, and employees.

MANAGEMENT RESPONSIBILITY

Responsibilities include recruiting for the season, scheduling, implementing summer beach plan, maintaining the beach, and revenue management of the beach store.

DESIRED MINIMUM QUALIFICATIONS

Applicants must have experience in supervising staff and cash handling. Should be able to work unsupervised with many people. Applicant must be able to work with financial calculations, completion of daily paperwork, employee payroll time sheets, and staff scheduling. Further, the beach manager:

- Must be able to pass a detailed background investigation.
- 2 years' experience as a lifeguard.
- Must have knowledge of running a beach operation.
- Must have previous experience setting and delivering safety standards.
- The Beach Manager must also enforce regulations in a courteous and polite manner and maintain a positive attitude.

LICENSING AND CERTIFICATION

Must possess current American Red Cross Lifeguard, with First Aid and CPR.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Lead a team to set up, pack up, and aid all guests using the equipment on the beach each day. Proactively monitor the equipment for disrepair, alert proper personnel for corrective action on fixing and/or replacing and keep in safe working order for the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. Employees must occasionally lift, carry, and move up to twenty-five pounds, frequently reach above and

below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 100% of the work is performed outdoors.

WORK SCHEDULE

Position is a seasonal full-time position. Weekend from Memorial Day until mid-June, then full time through Labor Day weekend. The position works weekends and has two days off during the week.