

JOB DESCRIPTION



Department	Aquatics
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Beach Supervisor-Seasonal
Classification	Hourly/Non-exempt
Pay Range	\$14.00/hr. - \$18.00/hr. PT1418

Job Summary

The Beach Supervisor is a seasonal part-time position and reports to the Aquatics Coordinator. In the event the Aquatics Coordinator is unavailable, this position will report directly to the Aquatics management team or Manager on Duty. The primary responsibility of the Beach Supervisor is the management of beach operations including staff, beach facilities, and equipment. Employees in this classification must represent the Recreation Department in a professional manner, while instructing and monitoring personnel, members, guests, and program participants. A strong emphasis is placed on safety, service, and professionalism.

Job Duties

- Manages lifeguard staff while on duty at the beach and assists with beach admissions as needed.
- Welcome members and guests to Lake Andrea Beach and respond to questions accurately and thoroughly.
- Responsible for monitoring beach access and daily/season pass sales, concessions, and rentals for all guests.
- Assists with the kayak and paddle board rental management process.
- Responsible for ensuring proper opening/closing procedures, including cleaning, security, and cash-handling.
- Manages inventory of safety supplies, rental equipment, cleaning supplies, and concessions items as needed.
- Ensure cleanliness of beach pavilion, storage areas, beachfront, and pavilion bathrooms.
- Assists in the management of beach events which may include Open Water Training/Races, Triathlons, birthday parties and interactive Guest Experiences.
- Adheres to RecPlex, Village and Department rules, regulations, policies, standard operating procedures, and guidelines.
- Must exhibit a teamwork attitude and self-motivation, take the initiative to solve problems and innovate.
- Participates in and may assist with scheduled in-service trainings and staff meetings.
- Consistently strives to follow through or exceed the expectations of RecPlex members and prospective customers.
- Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
- Calmly and safely handle medical emergencies including providing first aid and CPR.
- Performs other duties and special assignments as directed within the scope of the Member Services Department.

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- The work schedule is subject to varying shifts, available to work during the day, nights, and weekends.
- Work is primarily performed in an outdoor environment in varying weather conditions and requires long periods of attentiveness, standing, reaching, carrying, cleaning, visual monitoring, and moderate lifting (15-50 lbs.).
- Must be energetic, enthusiastic and motivational.
- Must enjoy contact with people, putting into action the belief that first impression is important with every personal contact.
- Flexible schedule; hours will be set by Member Services Management Staff and may include evenings, weekends, and holidays.

Requirements - educational, certifications and experience

- Must be at least 16 years of age.
- Excellent customer service skills and previous supervisory experience required.
- Must have or obtain CPR/AED and First Aid within one (1) month of hire.
- Must hold or be willing to obtain American Red Cross lifeguard certification within one (1) month of hire.
- Must obtain waterfront certification within one (1) month of hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Rev. 4/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.