

**TOWN OF MERRIMACK
PARKS & RECREATION
ASSISTANT WATERFRONT DIRECTOR**

JOB SUMMARY:

The Assistant Waterfront Director is responsible with Assisting the Waterfront Director in the operation of the Wasserman Park Beach and managing the weekend lifeguard operations.

SUPERVISION RECEIVED:

Position works under the Direction of the Waterfront Director and Parks & Recreation Director

SUPERVISION EXERCISED:

Responsible for supervising lifeguards and swim instructors in the Waterfront Director's Absence.

EXAMPLE OF DUTIES:

- Responsible for supervising Lifeguard operations at Wasserman Park
- Manage Lifeguards under supervision to ensure proper coverage & operations
- Assist in training lifeguards their responsibilities in activity during staff training
- Performs rescue maneuvers, CPR, and First Aid as needed, and takes command during emergency situations.
- Ensures that maximum safety precautions are practiced and rules and regulations are followed by all waterfront patrons.
- Assumes responsibility for care of all equipment and supplies used in daily operations.
- Oversees that storage area is regularly kept clean, stocked and organized.
- Responsible for evaluating staff informally throughout the summer and formally at the end of the summer.
- Teach and monitor proper use of equipment
- Conduct daily check of area and equipment for safety, cleanliness, and good repair
- Report any maintenance concerns to the Waterfront Director when needed.
- Assist in packing materials and supplies at end of season
- Assist with hiring of waterfront personnel
- Evaluate current season and make suggestions for following season
- Communicate effectively to enforce safety regulations
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity

KNOWLEDGE, SKILLS & ABILITIES

- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self-control
- Ability to communicate and train staff and campers in safety regulations and emergency procedures
- Physical ability to respond appropriately to situations requiring first aid

Assist in each area as described below.

- Set up lake or waterfront area during staff training
- Teach staff their responsibilities in activity during staff training
- Teach and monitor proper use of equipment
- Conduct initial and end-of-season inventory, and store equipment safely
- Check equipment and make (or file for) repairs
- Conduct daily check of area and equipment for safety, cleanliness, and good repair
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials
- Assist in packing materials and supplies at end of season
- Evaluate current season and make suggestions for following season
- Fill in for the Waterfront Director in his absence
- Other duties may be assigned as required

MINIMUM QUALIFICATIONS REQUIRED:

College student or at least 21 years of age

Current Certifications must include:

- CPR/AED for the professional Rescuer
- Lifeguard / Waterfront First Aid
- Lifeguard Certification from a nationally recognized program

Additional Preferred Certifications to include:

- CPR/AED for the professional Rescuer **Instructor**
- Lifeguarding / Waterfront Instructor
- Red Cross Water Safety Instructor
- Small Craft Safety

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

During an 8 hour day, employee is required to:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Environment: Inside 5% Outside 95%

Equipment Used: Waterfront safety equipment.

Hand Manipulation

Grasping: Frequently required
Handling: Frequently required
Torquing: Rarely required
Fingering: Rarely required

Controls and Equipment: Lifeguard Rescue Equipment

Specific Vocational Preparation Requirements:

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

Physical Activity Requirements

Primary Physical Requirements

Lift up to 10 lbs. : Frequently required
Lift 11 to 25 lbs. : Frequently required
Lift 26 to 50 lbs. : Rarely required
Lift over 50 lbs. : Not required

Carry up to 10 lbs. : Frequently required
Carry 11 to 25 lbs. : Frequently required
Carry 26 to 50 lbs. : Rarely required
Carry over 50 lbs. : Not required

Reach above shoulder height: Frequently required
Reach at shoulder height: Frequently required
Reach below shoulder height: Frequently required

Push / Pull: Rarely required.

Other Physical Considerations

Twisting: Frequently required
Bending: Frequently required
Crawling: Rarely required
Squatting: Frequently required
Kneeling: Frequently required

Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

Work Surface (s)

Waterfront, Beach area