

BOROUGH OF LINCOLN PARK
34 CHAPEL HILL ROAD
LINCOLN PARK, NJ 07035
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TITLE: **ASSISTANT LAKE DIRECTOR**
Memorial Day Weekend through Labor Day Monday

Reports To: **Lake Director and/or Recreation Superintendent**

Job Summary:

Under the general supervision of the Assistant Superintendent or Recreation, the Recreation Superintendent and/or his or her designee, the Assistant Lake Director is responsible for providing overall direction to the Lincoln Park Community Lake and its staff by supervising, lifeguarding and promoting safety in swimming and all other activities for the purpose of enhancing resident enjoyment. The position is a part-time support position to the Lake Director to ensure that there is ample supervisory personnel on the Lake premises at all times. The position requires some pre-season part-time work in the creation and development of programming and assisting in the hiring of staff. The Assistant Lake Director position is a seasonal part-time position with no vacation, sick time or health benefits. The scheduled hours will meet the needs of the Lake schedules, such as summer camp activities and swim lessons, weekly schedules will be agreed upon with the Lake Director and Recreation Superintendent. The Lake opens Memorial Day Weekend and remains open through Labor Day Monday.

Duties & Responsibilities:

- Supervise the daily opening/closing preparations & procedures including general safety and sanitation. Directs and oversees daily life guarding operations.
- Schedule all lake personnel on a weekly basis.
- Assist with the planning, organization, implementation and coordination of all lake activities and schedules, including but not limited to swim lessons, swim meets, camp and special events.
- Meet with the Lifeguard(s) and Swim Team Coach on a daily basis to review events, schedules, concerns, maintenance issues, etc.
- Meet with Lake Director or Recreation Superintendent prior to the season and on weekly basis during the season to provide personnel and facility updates. Schedule weekly meetings with the lake staff.
- Facilitate and attend staff training/In-Service training sessions during the season and all staff meetings throughout the season. Schedule and facilitate subordinate staff training sessions.
- Supervise, manage and motivate all personnel and effectively ensure all directions to be carried in a prompt, professional, mature and respectful manner.
- Ensure the safety of all staff and lake patrons by teaching and enforcing safety rules/guidelines.
- Assign all personnel to their respective work areas.
- Inspect work to see that desired objectives are achieved including the prevention of the use of unguarded beach areas and other abuse of beach privileges.
- Will be required to learn to utilize various types of computerized information systems used, including but not limited to computer and various programs such as e-mail, excel, and word.
- Supervise Staff Time Management (ensure punch in/out, advise if Primepoint/Kronos issues occur)

- Keep track of absences and report same to the Lake Director. All absences should be called into the Lake Director.
- Inform the Lake Director Recreation Superintendent and/or his or her designee of any concerns/problems of any lifeguards.
- Supervises the establishment and maintenance of records and files to include: staff schedules, attendance, incident/accident reports, safety logs, training logs and other reports.
- Review, train and lead EAP (Emergency Action Plan) when needed.
- Monitor sanitary standards of entire facility including but not limited to bathrooms, pavilion, gate guard hut, storage hut, beach area, entrance area, etc.
- Oversees daily receipts: responsible for daily review/reconciliation of receipts and change bank
- Identifies materials and equipment needed to perform tasks, requisitions, receives, stores and issues materials and supplies.
- Oversees snack stand and ice cream sales, revenues and inventories.
- Supervises subordinates in the following:
 - patron check-in procedures
 - rescue drill participation and attendance
 - first aid during assigned shifts,
 - cleaning and maintenance of all lake facilities
 - collection and removal of trash and debris
 - installation and removal of geese fencing when appropriate
 - maintenance and installation of rules and regulation signs
 - storage and safeguarding of beach equipment, materials and supplies

Qualifications & Experience: person(s) applying for this position should have a combination of the following experience and training:

- Three (3) years of experience as a lifeguard involving rescue procedures and the administration of first aid and artificial resuscitation.
- Prior Head Lifeguard/Lifeguarding, Aquatics Supervision and/or Recreation experience preferred.
- Knowledge of State Bathing Code Rules and Regulations.
- All applicants should possess current and valid certifications issued by a recognized organization such as the American Red Cross:
 - Lifeguard Certification
 - First Aid Certification
 - CPR Certification to include adult, child and infant as well as obstructed airway training
 - Professional Rescuer/Water Safety Instruction/CPO (preferred, not required)

Knowledge & Abilities:

- Ability to cope with large groups and noise levels, including children, monitoring both visually and audibly to insure safety, facility rules and health standards.
- Knowledge of surveillance methods used to recognize and prevent injuries in swim and bathing areas, water-rescue equipment. Ability to inspect, use and train others on water-rescue equipment.
- Knowledge of EAP, (Emergency Action Plan) and ability to conduct training session on same.
- Ability to interpret and enforce bathing codes regulations and procedures carry out assignments and instructions and organize lifeguarding work.
- Ability to calmly and effectively supervise water rescue operations
- Ability to swim in accordance with certification standards
- Ability to follow routine verbal and written directions.
- Ability to oversee and assigned area and to take the lead over subordinate employees.

Other Requirements:

- Applicant must be at least 21yrs of age
- Background check may be required with acceptance of employment offer.
- Neat appearance and pleasant personality as to command respect
- Must be available for day, evening and weekend work. Facility is open Memorial Day weekend through Labor Day weekend.
- Performs misc duties as assigned by Lake Director and/or Recreation Superintendent and/or his or her designee.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees are expected to maintain current knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to staff and general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned and to contribute to the team efforts of the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Borough has the exclusive right to alter this job description at any time without notice.

It is the policy of the Borough of Lincoln Park to ensure equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job.

Please forward application and resume to:

Patti Delaporte, Assistant Superintendent of Recreation c/o The Borough of Lincoln Park – Recreation Department, 34 Chapel Hill Road, Lincoln Park, NJ 07035 or e-mail as an attachment to pdelaporte@bolp.org. Please note “Summer Job Application” in the subject line.

(If you are submitting a resume, it must be submitted WITH completed two letters of recommendation and the General and Supplemental application(s) which can be found on our web-site under the employment section). www.lincolnpark.org