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Waterfront Supervisor

JOB: Full-Time, Seasonal (Non-Exempt)

DEPARTMENT: Recreation, Operations

REPORTS TO: Recreation & Wellness Manager

SUMMARY: The Waterfront Supervisor is responsible for overseeing and coordinating the seasonal operation and maintenance of the waterfront, including swimming lessons, sailing classes, supervision of Lakeside Sailing Center Staff and Lifeguards, staff scheduling, boat rentals (sailboats, kayaks and stand-up paddleboards); cleanliness of the beach area, waterfront, Splash Park and Sailing Center; and overseeing recreation events. This position is the primary liaison between seasonal waterfront staff, the Recreation & Wellness Manager and COO/CFO.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and holidays. Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide a safe atmosphere for all guests and employees
- Schedule employees for pre- and post-season work hours
- Organize all water-related activities/events
- Oversee the waterfront, Sailing Center and dock areas; serve as the Safety Area Coordinator for the waterfront; conduct facility safety checklists regularly
- File accurate financial records of all fees collected for classes/events
- Coordinate periodic lifesaving drills with Sailing Staff, Sailing Coordinator and Recreation & Wellness Manager
- Assist with maintaining and tracking lifeguard completion hours (minimum of 4 hours) of monthly training
- Demonstrate knowledge of Emergency Action Plan
- Work with Coast Guard to ensure property safety and usage of watercrafts
- Coordinate swimming lessons and instructors, sailing lessons and instructors and waterfront rentals
- Work with Aquatics Supervisor to oversee Pool Support Staff
- Ensure all employee certifications are complete and on file
- Immediately report any needs regarding rescue/dock equipment
- Coordinate 'red flag' safety warnings along with Lifeguards, Sailing Staff, Recreation & Wellness Manager and Safety Services
- Coordinate dock closures with Safety Services due to inclement weather or special events
- Maintain an inventory of all sailboats, swimming/safety equipment and supplies
- Maintain required signage stating safety rules, swimming hours and regulations

- Organize daily/regular cleaning and maintenance of all waterfront facilities, Splash Park and beach area (such as seaweed, trash, sweeping sand)
- Conduct mid- and end of season employee evaluations with Recreation & Wellness Manager
- Attend regularly scheduled meetings with Recreation & Wellness Manager
- Assist with boat storage agreements; coordinate with Waterfront/Information Center staff to ensure all watercrafts are stored correctly and safely
- Ensure customer relations and satisfaction are of highest priority with all staff
- Follow all applicable safety rules and procedures

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Certification in Lifeguard and Basic Life Saving (CPR/First Aid/AED).

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent with five years related experience or training. See above for certifications needed.

LANGUAGE SKILLS: The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected for classes and special events.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. 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 will work an eight-hour shift in an outdoor environment, regularly exposed to wet, cold, humid, hot and very hot conditions. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:
 employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date