

ASSISTANT PROGRAM SUPERVISOR BEACH OFFICE

Position Purpose:

The purpose of this position is to assist the Program Supervisor – Beach Office with the in-season daily operation of the beaches; performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible duties requiring a thorough knowledge of responsibilities and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general direction of Deputy Community Service Director: Recreation & Beach and the Program Supervisor – Beach Office; refers all unusual cases to Program Supervisor – Beach Office.

Supervision Given: Supervises Beach Sales Clerks and Beach Attendants.

Job Environment:

Work is performed outdoors with uninterrupted exposure to weather extremes and inclement weather; the noise level is moderate at most times. Hours may require weekend work.

Operates telephone and radio, software system, credit card machine, etc.

Makes constant contact with the general public, town departments, Parking Magistrate, beach staff and National Seashore. Contacts are in person and consist of an information exchange dialogue.

Errors could result in poor public relations, delays in service and financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)

Under the supervision of the Deputy Community Service Director: Recreation & Beach, this position assists the Program Supervisor – Beach Office in the daily operations of the beach program as follows:

Keeps the Deputy Community Service Director: Recreation & Beach informed of beach activities requiring their attention and immediately reports any significant problems found.

Responsible for the daily operation of the sales office, including general bookkeeping and providing daily reports to meet all reporting requirements as set forth by the Town Treasurer.

Responsible for daily scheduling of beach personnel to maintain proper coverage at all beaches throughout the summer season.

Responsible for correct submission of the biweekly payroll to the Deputy Community Service Director: Recreation & Beach in a timely manner

Reviews and maintains public safety and law enforcement in cooperation with the Police, Fire & Rescue and Public Works Departments and the National Park Service.

Completes and/or supervises daily opening/closing procedures; processes stickers by mail and in person and processes fire permit requests.

Answers questions from the public.

Creates beach operation staff schedules; reviews and submits beach operation staff time sheets.

Places orders for supplies and provides supervision and training of staff.

Counts and records all revenue and deposits daily.

Conducts daily checks of all beaches and parking locations; ensures mutt mitts are full and trash is not overflowing.

Issues parking tickets and enforces beach and parking policies.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; Bachelor's level course work preferred. Leadership/program management experience required; or any equivalent combination of education, training, and experience.

Special Requirements:

CORI/SORI checks.

Possession of a valid driver's license

Must be 18 years of age at date of hire.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Knowledge of beach rules and beach parking rules and thorough understanding of intention of said rules.

Ability: Ability to communicate effectively with the all members of the public, in a courteous and tactful manner. Ability to be effective under conditions which create emotional and physical stress. Ability to fairly and tactfully enforce rules and regulations.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May spend large portion of shift traversing and/or maintaining a stationary position. Communicates verbally and in writing. Ability to lift up to 100 lbs. Required to move equipment on occasion. Must be able to descend and ascend up steep dunes, unsteady terrain on occasion.

(This 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.)