

# **JOHNNY APPLESEED METROPOLITAN PARK DISTRICT**

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## **Beach Manager (Seasonal)**

### CLASSIFICATION

The Seasonal Beach Manager is responsible for the daily organization of the beach and beach house and reports to the Project Coordinator.

### ILLUSTRATIVE DUTIES

- 1) Manage the day-to-day operation of Ottawa Metro Park Beach and beach house.
- 2) Supervise all lifeguards.
- 3) Prepare necessary reports as required.
- 4) Check and maintain guard certifications.
- 5) Conduct emergency procedures plan if and when necessary.
- 6) Perform disciplinary action when necessary.
- 7) Check and balance cash records of daily receipts.
- 8) Maintain records, receipts, and various supplies.
- 9) Maintain cleanliness of beach and beach house.
- 10) Thorough knowledge of the principles and practices of facility rules, policies, and procedures, along with the same regarding the Park District in general.
- 11) Convey pertinent information regarding other Park District functions, etc.
- 12) Other related duties as requested.

### QUALIFICATIONS

- 1) High school diploma.
- 2) Associate Degree (minimum) or Bachelor's Degree (preferred); OR minimum 10 years of job/work experience involving supervisory/management duties
- 3) First Aid/CPR (training provided upon hiring)
- 4) Supervisory skills.

### SPECIAL REQUIREMENTS

- 1) Considerable knowledge of safe, efficient practices in swimming operations.
- 2) Ability to write, speak, and communicate in an effective manner.
- 3) Availability for the entire current season.
- 4) Working weekends and holidays required.
- 5) Ability to work alongside with and share managerial responsibilities with a 'Co-Manager'.

**Johnny Appleseed  
Metropolitan  
Park District**

**2355 Ada Rd., Lima, Ohio, 45801 (419)221-1232**

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## **Lifeguard (Seasonal)**

### CLASSIFICATION

The Lifeguard is classified as an hourly employee. The general responsibility of a Lifeguard shall be to provide supervision, protection, and assistance for the patrons of Park District operated swimming facilities.

### ILLUSTRATIVE DUTIES

- 1) To prevent accidents and minimize or eliminate hazardous situations through proper supervision of the swimming area.
- 2) To respond quickly to all emergency situations within the swim area using proper procedures and techniques.
- 3) To administer any necessary emergency first aid to the victim of an accident, injury, or illness until such time as qualified medical personnel arrive.
- 4) To communicate with and assist other staff members and emergency team members during emergency situations.
- 5) To enforce the established rules for the beach/lake.
- 6) To remain constantly courteous, friendly, outgoing, and helpful toward park visitors and other staff.
- 7) To conduct oneself in a professional manner at all times and to set an example for acceptable behavior and to observe all Park District Rules and Regulations.
- 8) To assist park visitors in locating missing children, friends, and with the directions to other park facilities, or where to obtain further information.
- 9) To familiarize yourself with all applicable Park District Rules and Regulations and Policies.
- 10) To complete any required forms and reports on schedule according to established operating procedures. To carry out additional duties as assigned, such as opening and closing of swimming area, litter pickup, beach building and equipment maintenance, and assisting other Park District personnel.
- 11) To remain on or near your workstation during assigned times.
- 12) Maintain physical / mental peak.

### QUALIFICATIONS

- 1) Possess current Senior American Red Cross Lifesaving / Life Guarding certification or nationally recognized equivalent.
- 2) Must be in good physical and mental health.

### SPECIAL REQUIREMENTS

- 1) Ability to work as a member of a team.
- 2) Work in a range of outdoor weather conditions
- 3) Be available to work weekends and holidays throughout the season

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