

## **Gray's Beach Park Waterfront/Park Director**

### **Desired Qualifications:**

- Training and experience in waterfront activities
- Current water safety instructor's certification
- Current lifeguarding, and other certifications as appropriate to position
- Current CPR and first-aid certifications
- Ability to schedule and supervise staff
- Desire and ability to work with the general public
- Good character, integrity, adaptability
- Ability to accept guidance and supervision
- Enthusiasm, patience, self-control
- High School graduate or equivalent, or at least 18 years of age

### **Responsible To:**

Recreation Director, Assistant Recreation Director, Recreation Commissioner's

### **Specific Responsibilities:**

- Creates schedule for all Waterfront Staff:
- Reviews/Revises pre-season training manual
- Schedules and facilitates pre-season orientation
- Ability to teach staff their responsibilities
- Coordinate and assist in pre-season buoy installation in conjunction with the Facilities Dept. Staff
- Checking equipment throughout the season and reporting necessary repairs
- Conduct beginning and end of season inventory
- Know and enforce park rules
- Open and close lifeguard station
- Conduct daily check of area and equipment for safety, cleanliness, and good repair
- Keep waterfront safe at all times, this includes, but is not limited to, removing necessary debris such as trash, etc.
- Supervisory priorities are buoyed water, sand area, and park areas
- Present yourself accordingly as a representative of the Town of Kingston
- Wear the required uniform to work
- Arrive promptly for your scheduled shift and stay until the end of your shift
- Maintain/Update daily injury/incident/communication log
- Assist in daily clean-up of trash, debris, seaweed, on the beach and around the entire park area
- Complete evaluations of park personnel at end of the season
- Prepare and present written report at the end of the season including recommendations for future improvements

## **Gray's Beach Park Staff Lifeguard/Park Attendant**

### **Desired Qualifications:**

- Current lifeguarding, and other certifications as appropriate to position
- Current CPR and first-aid certifications
- Training and experience in waterfront activities
- Desire and ability to work with the general public
- Good character, integrity, adaptability
- Enthusiasm, patience, self-control
- High School graduate or equivalent, or at least 18 years of age

### **Responsible To:**

Waterfront Director, Recreation Staff, Recreation Commissioner's

### **Specific Responsibilities:**

- Assist in checking equipment and reporting necessary repairs
- Assist in conducting beginning and end of season inventory
- Know and enforce park rules
- Open and close lifeguard station
- Keep waterfront safe at all times, this includes, but is not limited to, removing necessary debris such as trash, etc.
- Supervisory priorities are buoyed water, sand area, and park areas
- Present yourself accordingly as a representative of the Town of Kingston
- Wear the required uniform to work
- Arrive promptly for your scheduled shift and stay until the end of your shift
- Maintain/Update daily injury/incident/communication log
- Assist in daily clean-up of trash, debris, seaweed, on the beach and around the entire park area.
- Park Attendant responsibilities – check in cars, provide information/communication about Gray's Beach Park Stickers and Policies and Procedures