

TOWN OF HOPKINTON
JOB DESCRIPTION
Pond Director

<p>JOB SUMMARY: Coordinates staff in performing, and performs tasks to assure the health and safety of visitors to Kimball Pond.</p>

SUPERVISION RECEIVED: Works under the direct supervision of the Recreation Director.

SUPERVISION EXERCISED: None

ENVIRONMENT: Inside: 0% Outside: 100%

DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. The following is not intended to be an exhaustive list of all responsibilities and duties required.

Schedules pond staff using guidelines established by the Recreation Director

Supervises pond staff to assure the safe operation of the pond following all established rules and procedures.

Enforces beach rules both in and out of the water.

Performs daily beach and equipment maintenance.

Identifies safety concerns and reports them to the Pond Director.

Completes daily reports.

Performs daily opening and closing procedures.

Follows all guidelines and procedures as set forth in the Kimball Pond Lifeguard Manual

Familiar with and executes safe work procedures associated with assigned work.

Maintain effective working relationships with other employees and the public.

Performs other related duties as assigned or required.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Must have current lifeguard certification, CPR/AED Certification, and First Aid certification. Should be able to demonstrate proper use of safety equipment and current rescue techniques. Should have demonstrated leadership ability. WSI desirable.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Training days, opening day and closing day attendance required.

Demonstrated independent judgment

Demonstrated professionalism at all times including appropriate behavior, dress and presentation.

This position is a seasonal hourly employee of the Town of Hopkinton.

EVALUATION: At the end of the summer by the Recreation Director or designee.