



## Job Opportunity

### Waterfront Coordinator (2019 Summer Season) 2 Positions Available

- Location:** Parks and Recreation Department  
Pear Tree Point Beach and Weed Beach, Darien, CT
- Hours:** 10 a.m. to 6 p.m., specific days for each position to be determined  
1 Full-time position: 40 hours per week, 5 days per week  
1 Part-time position: 16 hours per week, 2 days per week  
5/25/19 to 9/2/19 (Memorial Day Weekend through Labor Day)
- Compensation:** \$21 - \$24 per hour, based on experience
- Closing Date:** Open Until Filled

#### **Distinguishing Characteristics:**

Accountable for all areas of the two Town beaches and their management on a daily basis. Responsible for ensuring the safety of the beaches and the safety of the general public.

**Supervision Received:** Reports to Assistant Director of Parks & Recreation.

**Supervision Exercised:** Supervises all lifeguards.

#### **Examples of Essential Duties:**

- Travels to both beaches daily to manage lifeguards;
- Coordinates employee work schedules;
- Responsible for weekly documentation of payroll sheets;
- Conducts in-service training sessions;
- Ensures all daily documentation is completed and filed in main office;
- Responsible for the conduct, discipline and performance evaluations of the staff;
- Responsible for working occasional weekends, holidays and overtime as necessary; and
- Other related duties.

#### **Minimum Qualifications:**

- Must possess a current Driver's license and will be required to use personal vehicle to travel between the two beaches (mileage reimbursement is provided);
- Must obtain certification in American Red Cross First Aid, CPR for the professional rescuer and lifeguard training before Memorial Day; candidates with current or expired certifications preferred (*the Town will pay for the cost of certification classes if the successful candidate needs to obtain the required certifications*).

- Ability to handle public complaints and difficult situations tactfully and professionally;
- Strong oral and written communication skills; and
- Ability to demonstrate initiative, enthusiasm, leadership, and a positive attitude.

### **Application Procedure**

Applications may be emailed to [kdunn@darienct.gov](mailto:kdunn@darienct.gov) (Reference “Waterfront Coordinator” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following two (2) documents:

1. Town of Darien Employment Application (available [www.darienct.gov](http://www.darienct.gov), HR Dept. page); and
2. Resume.

*The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.*