

Position: Beach

Term: Three Years

Qualifications: Must be a lot owner in good standing, be well organized, with strong personnel management skills.

Job Duties:

1. Personnel management
 - a. Hire and manage lifeguard crew
 - b. Ensure that beach procedures are in place and that staff are adhering to them
 - c. Establish Swim Team
 - d. Establish adult swim team liaison
2. Oversee year round beach operations
 - a. Maintain and up keep the beach and surrounding areas. Make improvements as needed.
 - b. Establish pick up and discontinuation of the dumpster and portable toilet
 - c. Oversee annual cleanup day beach activities
 - d. Responsible for beach equipment set up and take down
 - i. Diving boards
 - ii. Swim lanes
 - iii. Lifeguard chairs
 - iv. Swimming docks
 - v. Trash cans
 - e. Set up schedule to ensure daily locking and unlocking of parking lot gate spring thru fall
 - f. Responsible for monitoring quality of the lake water
 - g. Receive and approve requests from residents to reserve the beach for group parties; ensure that beach contract has been executed. Maintain website calendar for same.
 - h. Address community concerns regarding the beach
3. Budget management
 - a. Propose, manage and control beach budget
 - b. Anticipate beach improvements or repairs
 - c. Sponsor any "special" beach projects through the budgetary and execution process
4. Attend monthly Board and annual resident meeting, representing the beach budget/activities/concerns