

# Waterfront Supervisor Responsibilities 2018

## Schedule

Dates: June 15 to Labor Day

Hours: 10:30-5:00

Days: Six days per week, weekends are mandatory

Salary: \$13,500.00

## Primary responsibilities

Enforce all BPBCA rules on waterfront, including beaches, piers, rights of way, parking lots

Check rights of ways and White Cap parking for authorized parking every hour

Schedule beach patrol hours and self on weekly basis. Give hours to treasurer weekly

Determine need for patrol on inclement weather days and notify staff

Instruct patrol on keeping up appearance, knowing the rules,

Confront any violators of rules immediately and acting in a professional and respectful manner

Personally address any difficult issues that may arise

Ensure enforcement of parking stickers using warnings and parking tickets

Log the warnings and tickets in Excel spread sheets weekly

Personally patrol every beach every day to ensure cleanliness and safety of waterfront

Hold a weekly meeting with BOG chairman to go over any issues and review the parking tickets and warnings issued during week.

Coordinate with BOG for any special event staffing.

Make sure all steps and ramps to beaches are swept on a daily basis.

Assists members with any questions or problems and directs them to proper agent to handle the issue.

Put up flag from Memorial Day to Labor Day

Put trash cans and recycle containers from clubhouse out to curb before Monday pickup and brings them back in by Monday afternoon.

Other minor duties that may arise during season, in coordination with BOG

Black Point Beach Association is hiring a Waterfront Supervisor

This is a seasonal, (June 15 through Labor Day), salaried position consisting of a 6 day work week. Normal hours are 10:30 to 5:00 daily, weather permitting.

Weekends are mandatory.

Applicant must be over 21 years of age.

Responsibilities include supervising the beach patrol staff and enforcing Black Point Beach Association rules for all the beaches, right of ways, and parking lots.

Additional hours will be required during July 4<sup>th</sup> celebration and the beach bonfire.

Salary is \$13,500.00.

Applicants should send resume to Black Point Beach Club Association, box 715, East Lyme Ct 06357 or e mail [bog@blackpointbeachclub.com](mailto:bog@blackpointbeachclub.com) by March 31, 2018

Direct any questions to Kevin Callahan, 860-402-4089, or email