

TOWN OF HANSON
Position Title: Cranberry Cove Beach Director

Definition:

This is a seasonal position which provides supervision of the Cranberry Cove Beach and its seasonal staff in support of the Recreation Commission and Administrative Assistant; all other related work as required.

Supervision:

Works independently under the general instruction of the Recreation Commission following department rules, regulations and policies.

Performs varied and responsible duties requiring the exercise of judgment, discretion and tact. Supervises seasonal Cranberry Cove Beach staff including WSI, Lifeguards and gate attendants.

Job Environment:

Majority of work will be conducted outdoors on the beach at Cranberry Cove with some work performed in an office setting. Will be required to work in all summer weather.

Operates computer, printer and general office equipment, such as calculator, copier and fax machine.

Has frequent contact with the general public in person and by telephone and requires excellent customer service skills.

Effort required to detect errors which could result in delay and confusion, cause financial losses and cause legal ramifications.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. *Oversee interview process*

- Coordinate with town hall for job postings
- Coordinate interviews with representative of Recreation Commission and Town Hall
- Survey applications for required qualifications
- Participate in hiring process

2. *Staffing duties*

- Set up meetings and required trainings with staff

Will become familiar and oversee the coordination of levels for swimming lessons
Set expectations of cove staff for the season
Supervise all Cove Staff
Set schedules for staff
Report issues with staff to commission or town hall as appropriate
Coordinate with team coaches for scheduling and needs
Assist at meets and organize food needs
Organize staff for swim team banquet
Coordinate with and schedule meeting with outside groups (Camp Fire USA, church-school groups or any others)
Coordinate with camp caretakers for needs as necessary
Assure accurate record keeping and oversight of this area
Provide a written evaluation, privately, to each staff member at the end of the season.
A copy of each will be supplied to the Recreation Commission

3. Grounds

Oversee beach/building maintenance
Daily raking
Daily bathroom cleaning
Beach cleaning/raking
Coordinate with caretaking staff at camp for
Line/ladder installation and breakdown
Arrival and securing of kayaks and return at season end
Trash needs
Any tools required for above.

4. Financial Responsibilities

Collect all receipts and income from gate
Work with town treasurer and Administrative Assistant to assure twice weekly turnovers to the town
Keep track of income and expenses giving reports to commission at meetings

General:

Order equipment and supplies as approved by recreation commission
Be cognizant of Recreation Commission policies and procedures and implement such
Understand cove rules and regulations and implement them
Cooperate with other town departments
Ensures all safety rules
Available to staff at all times
Perform any public relations duties as required
Maintain Facebook page for parent information such as cove closures
Supervise cove sign-ups collecting all pertinent information
Collect keys and equipment at the end of the season
Work collaboratively with groups with special requests

Prepare Swimming Lessons for various levels
Will be responsible for approval distributions of flyers at the two schools

Minimum Required Qualifications:

Education and Experience

High School graduate or G.E.D., one year experience in clerical, bookkeeping; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Strong working knowledge of office practices, procedures and machines including computer (e.g. Microsoft Office), electronic mail, adding machine, copier, fax

Familiarity with Social Media.

An understanding of applicable state and local laws and the ability to exercise judgment and initiative in responding to inquiries.

Ability to organize and prioritize assignments to meet deadlines.

Thorough knowledge of arithmetic; ability to maintain records; ability to ensure accuracy and proficiency in financial transactions.

Ability to communicate effectively both orally and in writing.

Ability to effectively supervise staff and deal with personnel issues as they arise.

Maintain current CPR Certification.

Ability to recognize security issues and report them promptly.

Ability to deal appropriately with other department employees, officials and the public.

Ability to multi-task the daily functions of the Camp and Cranberry Cove.

Maintains strict confidentiality in the knowledge of any matters handled at Cranberry Cove..

Physical Requirements:

Minimal physical effort generally required. Light lifting and physical manual labor required to maintain the beach area. Specific vision requirements include close vision, distance vision and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

If interested in applying, please complete the Application for Employment attached and return to:

Town of Hanson

Attn: Lisa Green

542 Liberty Street

Hanson, MA 02341

or by e-mail to lgreen@hanson-ma.gov.

Town of Hanson
APPLICATION FOR EMPLOYMENT

ALL APPLICATIONS TO BE RETURNED TO THE TOWN ADMINISTRATOR'S OFFICE

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For: _____

Referral Sources: Advertisement Friend Relative Walk-In
 Employment Agency Other:

Name: _____
 Last First Middle

Address: _____
 Number Street City State Zip Code

Telephone: (_____) _____ Cell phone Number: (_____) _____
 Area Code Area Code

E-Mail _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes give date: _____

Have you ever been employed here before? Yes No If yes give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment). Yes No

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

1. Employer: _____ Address: _____	
City: _____	State: _____ Zip: _____ Phone: _____
Supervisor: _____	Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____	

2. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

3. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

4. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

EDUCATION:

Elementary						High	College/University	Graduate/Profession
School Name								
Years Completed: (circle)	4	5	6	7	8			
Diploma/Degree								
Describe Course of Study:								
Describe Specialized Training, Apprenticeship, Skills, and/or Extracurricular Activities								
Honors Received:								

State any additional information you feel may be helpful to us in considering your application: _____

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List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans status): _____

Give name, address, and telephone number of three (3) references (who are not related to you)

1. _____
2. _____
3. _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Town.

Signature of Applicant

Date

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Hanson to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Hanson any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Hanson's use only.

I hereby voluntarily release, Discharge and exonerate the Town of Hanson, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Hanson.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature _____ Date: _____

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"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, genderl orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(Please Print)

Date: _____ Position Applied For: _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other: _____

Name: _____

Last First Middle

Address: _____

Telephone: (_____) _____ Social Security Number _____ / _____ / _____

FOR DEPARTMENT USE ONLY

Position(s) applied for is open: Yes No

Arrange Interview: Yes No

Employed: Yes No

Position(s) considered for: _____

Remarks: _____

Date of employment: _____

Job Title: _____ Salary: _____ Department: _____

Signature: _____ Date: _____

Notes: