

OFFICE OF THE
FIRST SELECTMAN
Email to: Sarah.Gioffre@Wiltonct.org



TOWN HALL
238 Danbury Road
Wilton, CT 06897

POSITION POSTING

Parks and Recreation – Merwin Meadows Waterfront Director

The Town of Wilton is seeking applicants for the position of Parks and Recreation – Merwin Meadows Waterfront Director.

The successful candidate will work under the direction of the Parks and Recreation Administrative Manager and be responsible for:

- supervise the waterfront team at Merwin Meadows aquatic facility;
- manage the safety of patrons at Merwin Meadows aquatic facility by training lifeguards to prevent and respond to emergencies;
- assist with administrative tasks and housekeeping involved in operating the waterfront program.

The successful candidate is expected to have:

- Current certifications in Lifeguarding/CPR/AED/First Aid/Waterfront Certification;
- 5 years of experience in an aquatic managerial role.

Pay rate \$23.00/hr. A background investigation and pre-employment physical is required. Equal opportunity employer (EOE).

Position will remain open until filled. Please email cover letter, resume and completed application, found [here](#), to Sarah Gioffre, Office of First Selectman at sarah.gioffre@wiltonct.org.

Scroll down to view detailed position description.

TOWN OF WILTON

Position Description

Date: January 31, 2022

POSITION TITLE: Merwin Meadows Waterfront Director

DEPARTMENT: Wilton Parks and Recreation – Seasonal Employee

REPORTS TO: Administrative Manager, Parks and Recreation

SUPERVISION EXERCISED: Lifeguards, various part-time and seasonal staff

SEASON DATES AND HOURS: May 15th through September 5th, rotating schedule
9:00 AM – 7:00 PM

SUMMARY DESCRIPTION OF DUTIES: Under the direction of the Administrative Manager, this position supervises lifeguards and various part-time and seasonal staff, manages the safety of patrons at Merwin Meadows aquatic facility by training lifeguards to prevent and respond to emergencies, as well as assists in the administrative tasks and housekeeping involved in operating the waterfront program.

JOB LOCATION AND EQUIPMENT USED: Work occurs primarily outdoors and involves moderate exposure to unusual elements, such as extreme temperatures, sun, dirt, dust, and/or loud noises. Equipment used includes: Telephone, Portable Communication Devices, Spine Board, Water Rescue Tubes, Safety Lines, Hand Skimmers, and Row Boat and Whistle. Position involves moderate physical activity and requires occasional handling and maneuvering of persons in excess of 100 pounds. Work involves some exposure to hazards or physical risks associated with responding to aquatic emergencies.

ESSENTIAL FUNCTIONS:

- Ensures constant surveillance of patrons in the facility and acts immediately and appropriately to secure safety of patrons in the event of an emergency;
- Provides emergency care and treatment, appropriate to the level of training, as required until the arrival of emergency medical services;
- Enforces all park policies, rules, and regulations;
- Presents professional appearance and attitude at all times and maintains a high standard of customer service;
- Conducts weekly in-service training sessions and evaluates staff;

- Prepares and maintains appropriate activity reports;
- Effectively manages problems and situations as they arise within the facility;
- Performs various maintenance duties, including but not limited to garbage clean up, bathroom maintenance, weed management control, and watering of park plants, as directed to maintain a clean and safe facility;
- Maintains inventory and recommends ordering of necessary supplies;
- Assists in planning, organization, and administration of all special events held at Merwin Meadows;
- Assists Administrative Manager in preparing an annual waterfront report at the end of the season; and
- Performs related duties as assigned or required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Skill in the application of lifeguarding surveillance and rescue techniques;
- Knowledge of CPR and emergency medical procedures consistent with required certifications;
- Ability to prepare routine administrative paperwork;
- Ability to follow routine verbal and written instructions;
- Ability to work both independently and in a team environment;
- Ability to react calmly and effectively in emergency situations;
- Knowledge of customer service standards and procedures;
- Ability to communicate and work effectively with diverse groups and individuals; and
- Ability to develop and maintain effective and cooperative working relationships with other employees.

MINIMUM REQUIREMENTS:

- Current certifications in **Lifeguarding/CPR/AED/First Aid/Waterfront Certification;**
- 5 years of experience in an aquatic managerial role.

SPECIAL CONDITIONS:

- Successful passage of a pre-employment physical, including testing for drugs with a completed background verification is a condition of employment and;
- The employee shall not pose a threat to the health and safety of him/herself or to other employees.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.