



## **Lakefront Beach Supervisor**

### **Wilmette Park District**

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**Contact Phone:** 847-256-9692  
**Closing Date:**  
**Salary:** \$71,784 - \$96,909

#### **Description:**

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined Contribution Plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

**PARK DISTRICT SUMMARY:** Founded in 1908, the Wilmette Park District is a government agency responsible for acquiring, developing, and maintaining natural areas, parks, and leisure facilities in the Village of Wilmette. Our suburban community is located 14 miles north of Chicago. We are stewards of over 300 acres of parks and open land including Gillson Park and the Wilmette Beaches; Keay Nature Center; Community Playfield; Mallinckrodt Park and a portion of the Green Bay Bike Trail. Neighborhood parks can be found in 18 additional locations throughout our village. The Wilmette Park District also plans, develops and executes a wide range of recreational programs and activities that reflect the interests of all age groups in the Wilmette community.

#### **SUMMARY:**

Under the direction and supervision of the Lakefront General Manager, the Lakefront Beach Supervisor is responsible for assisting in the organizational planning, coordinating and implementation of operations and supervision of the lakefront swimming beaches and sailing beach during the summer. Off-season responsibilities include equipment repairs, management of registrations, waitlists, assistance with Lakeview Center rentals, and the creation of innovative programs or events for the lakefront.

#### **SUPERVISION:**

- Recruit, hire, train, supervise and evaluate part-time lakefront staff including, but not limited to Lifeguards, Sailing Attendants, Sailing Instructors, Customer Service Representatives, Camp Directors, Camp Counselors, and Program Attendants.

- Plan, direct, implement and evaluate Aquatics Camp, Junior Lifeguard Camp, Sailing Camp and private sailing lessons.
- Provide direct supervision and guidance for all sailing beach operations including in-season boat rentals.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Facilitate yearly sailing beach contract process and space administration.
- Conduct lifeguard certification and in-service training.
- Conduct seasonal training to cover staff expectations, customer service, safety and procedures that are outlined in various lakefront employee handbooks.
- Assist with seasonal facility start-up and closure procedures with WPD maintenance division.
- Manage maintenance, upkeep, and training of three rigid inflatable motorized boats.
- Implement purchasing, inventory of supplies and reconciliation in accordance with Park District policies and procedures.
- Assist in providing high quality instruction to both patrons and non-lakefront staff for Red Cross courses including but not limited to First Aid/CPR/AED and Babysitting.
- Manage facility day use for internal and external camp visits.
- Work collaboratively with the Lakefront Park Supervisor in support of broad facility rentals, events and operations.
- Develop, implement and evaluate a catalog of session-based programs and community events for all ages.
- Maintain current and accurate records pertaining to the operation of the Lakefront properties.
- Collaborate with the Marketing Department on annual marketing plans for operating areas, submit brochure content and monitor website for accuracy.
- Review and approve time sheets for employees and accurately complete bi-weekly payroll.
- Assist in the creation, execution and management of Lakefront Operations annual budget in accordance with Park District policies and procedures.
- Monitor monthly budget reports and report any variances.
- Evaluate customer and community interests and needs; make recommendations on future offerings and services based on community feedback and industry trends.
- Attend conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials and programming options.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Participate in planning and execution of Park District wide special events.
- Additional duties as assigned

### **SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor and Human Resources and Risk Manager.
- Attend and participate in required safety trainings.
- Review all accident and incident reports that occur under area of responsibility and send them to Human Resources/Risk Management division.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

- Bachelors degree in recreation, or other related field.
- At least 1 year experience in recreation and/or outdoor education.
- Preference will be given to an individual with at least two years of experience in lakefront operations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organization management, supervision, attention to detail and problem solving, along with excellent communication skills.
- Ability to read and interpret documents and /or instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply common sense understanding to carry out detailed, but uninvolved instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving few concrete variables in standardized situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**TECHNOLOGY SKILLS:**

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Hold a valid Driver's License.
- Must possess and maintain CPR/First Aid certificates within three (3) months of hiring, provided by the Park District.
- Must possess and maintain Red Cross Lifeguard Instructor Certification within three (3) months of hire.
- Must possess and maintain U.S. Sailing Certification within six (6) months of hire.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training and Bloodborne Pathogens annually and Mandated Reporter every three (3) years.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl.
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms.
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects.

- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to move quickly to respond to emergency situations.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions.
- The employee frequently works in outside seasonal weather conditions.

**HOURS:**

- This position will have varying hours, based on the needs of operations, camp or special event responsibilities and/or the agency.
- Due to the nature of recreation work, evening, weekend, Memorial Day, July 3rd/4th and Labor Day weekend holiday hours are to be expected.
- In season schedule – Extra hours expected May-October, with at least one weekend day shift to be anticipated.
- work is expected
- General hours of duty will be approved by the Lakefront General Manager and Superintendent of Recreation for the various seasons of the year.

**APPLY ONLINE:**

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/331442>