



City of Framingham, MA

March 25, 2025

Position Vacancy

RFP #25-061-02

Position: Beach Director – 3 City Beaches
Department: Parks & Recreation
Salary Range: \$21.71 - \$24.94 per hour
Schedule: up to 40 hours per week



This is a seasonal, non-benefitted, full-time position from mid-June through mid-August with up to 40 hours per week. Applicants must have open availability including weekends and holidays. Position includes overseeing the overall coordination and functionality of the 3 City Beaches, training and supervising of beach staff, supervising the general conduct of beach patrons, preventing and responding to emergencies, conducting and holding in-service training sessions, and creating work schedules and responsibility checklists for staff. At the end of the season, the Beach Director is responsible for submitting a Director's Report and making recommendations to the Department. Work is performed under the supervision of the Activities Supervisor and Superintendent of Recreation.

Essential Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various type 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. Train and supervise beach staff
2. Create and implement responsibility checklist for staff
3. Create and implement beach staff schedules
4. Maintain constant surveillance of patrons at the facility
5. Act immediately, and appropriately to secure the safety of patrons in the event of an emergency
6. Perform emergency care and treatment, as needed, until the arrival of emergency medical services
7. Enforce beach rules and regulations
8. Spot hazards or potential hazards and take measures to prevent accidents
9. Present professional appearance and attitude at all times; maintains a high standard of customer service
10. Assist in the recruitment and retainment of beach staff
11. Create and perform pre-season staff training, conditioning/weekly drill training, and emergency drills throughout the season
12. Act as a staff support with various maintenance duties and job-related duties, to maintain beach operations and a clean and safe facility
13. Be courteous, consistent, helpful, and informative to patrons
14. Must be extremely alert and exhibit a high degree of awareness
15. Work as a team player with other staff members
16. Prepare and maintain all beach reports and checklists
17. Submit daily checklists and payroll records at the end of each week
18. Insure the proper use and storage of all safety equipment, beach supplies, and equipment.
19. Work in a variety of weather conditions
20. Submit a Director's Report and make recommendations at end of season

Qualifications:

- Applicants must be at least 25 years of age
- Must have current certification for CPR/AED and First Aid for the Professional Rescuer and Lifeguard Training by a recognized source (i.e.: American Red Cross)

- Must have current certification to teach/recertify Lifeguards and beach staff in Lifeguarding, First Aid, and CPR/AED by a recognized source (i.e.: American Red Cross)
- Must have at least 5 years of Lifeguard experience with increased responsibilities
- Be knowledgeable in all waterfront safety rules and regulations
- Ability to follow routine verbal and written instructions
- Ability to react calmly and effectively in emergency situations
- Must act and look professional at all times
- Must be able to lift up to 40 pounds
- Must be able to stand/walk for long periods of time
- Must hold frequent in-service trainings for all beach staff
- Must have ability to communicate effectively and professionally with the public
- Must have an open availability and be able to work weekends and the 4th of July holiday
- Must be able to function as part of a team
- CORI Check required
- Must have reliable transportation

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.