Beach Supervisor 2026

Job Requirements:

- Minimum age is 18 years at the time of application.
- Reading and writing skills at a high school level.
- Able to follow written and verbal instructions.
- Job sharing with a small group shall not exclude the designation of one member as the responsible person.
- Able to appear on time as scheduled for work.
- Reports to the Oakwood Hills Beach Committee Chairperson(s)/Trustee(s).

Duties and Responsibilities:

- Perform work scheduling for Gate Attendants and Lifeguards.
- Respond to unplanned changes in staffing or hours of operation due to the following but not limited to;
    - Weather, Staff Illness, Health Department requirements, etc.
- Provide supervision for Gate Attendants and Lifeguards including:
    - Completion of employment documents.
    - Approval of time cards, hours worked and records.
    - Distribution and training of Beach operating instructions.
    - Checking the completion of Job Duties and Responsibilities of staff.
    - Completion of employee recommendation to rehire form.
- Insure operating supplies are maintained and advise the Beach Trustee of any required replacements.
- Provide training to Gate Attendants and Lifeguards in the event of emergencies, use of telephones and the Oakwood Hills Policy and Procedures.
- Provide day-to-day directions to the Gate Attendants and Lifeguards for the performance of assigned work, including problem resolution.
- Open beach sheds at start of shifts and Close beach sheds at end of shifts.
- Maintain accurate records of money in each cash box, Charge Digital device each evening, and make routine deposits to the Village of Oakwood Hills Clerk.

I have read and understand the above expectations.

Employee Signature: _____ Date:_____