

TOWN OF LUNENBURG
Assistant Town Manager/HR Director

Tom Alonzo, Chairman
Michael-Ray Jeffreys, Vice Chairman
Katey Adams, Clerk
Todd Dwyer, Member
James Marino, Member



17 Main Street
P. O. Box 135
Lunenburg, MA 01462
Phone 978-582-4130 x150

Julie Belliveau, Assistant Town Manager/HR Director

Job Posting

Seasonal Beach Director – Parks and Recreation

The Town of Lunenburg seeks qualified applicants for the position of Seasonal Beach Director for the Lunenburg Town Beach.

This position supervises all beach personnel, assigns daily responsibilities, and ensures safety of public utilizing beach facilities. Responsibilities include, but are not limited to, serving as lifeguard, water safety instructor, or beach attendant, as needed; performing and administering first aid and operating lifesaving equipment, when needed; contacting appropriate Public Safety personnel in case of emergency; organizing and scheduling swim lessons; turning fees in to the Town Clerk; developing work schedules for staff; scheduling and coordinating water testing, as required and informing Recreation Director of results; evaluating employees; and any other duties as assigned.

Must maintain regular attendance and be punctual. Must have thorough knowledge of laws, codes and regulations. Previous lifeguard experience preferred. Previous supervisory experience preferred. Must possess valid American Red Cross Life Guard Certification, CPR for the Professional Rescuer, Water Safety Instructor Certification, and any other as required by law.

This is a Grade 7 Salary Administration Plan, variable hour work week, non-benefited position; salary range \$18.63 - \$22.91/hour.

Please send letter of interest, resume and completed employment application, available on the Town website, to: Julie Belliveau, Assistant Town Manager/HR Director, 17 Main Street, PO Box 135, Lunenburg, MA 01462. This position will remain open until filled, with preference given to applicants who apply before March 15, 2021. First round of interviews will be the week of March 15, 2021.

The Town of Lunenburg is an AA/EO Employer.

Posted:

By: _____