



## **Sandy Beach Commission**

### **Job Opportunity**

### **Full-Time (Seasonal) Beach Manager**

**Job Title:** Beach Manager

**Schedule:** Full-Time (Seasonal) *\*Must be available Memorial Day to Labor Day in addition to pre and post season responsibilities\**

**Pay Rate:** Based on qualifications and experience

Please see the job description below for the open position with the Sandy Beach Commission. This is a seasonal position with limited employee benefits.\*\*

Candidates must pass a background check, including DMV review, and reference checks.

Submit your application, resume, and cover letter to: [SandyBeachHR@gmail.com](mailto:SandyBeachHR@gmail.com) or mail to:

Sandy Beach Commission  
C/O Town of Morris Town Hall  
3 East Street  
Morris, CT 06763

*\*\*Beach manager will have access/exclusive use of mooring and 2-bedroom seasonal cottage.*

## **Applications will be accepted until 4:00pm, April 10, 2026**

### **Position Summary**

Under the direction of the Sandy Beach Commission or designee, the beach manager ensures that the beach is clean, safe, and fully operational to serve the beach users and the community. This position maintains facilities in excellent condition and contributes to a welcoming and professional environment for staff and visitors.

### **Essential Duties and Responsibilities**

- a. Oversee the maintenance of the beach, its facilities, and equipment**
  - i. Picnic area
  - ii. Beachfront
  - iii. Parking Lot
  - iv. Buildings
  
- b. Oversee staff of lifeguards**
  - i. Monitor and assess staff job performance
  - ii. Maintain up to date Lifeguard, CPR, and First Aid practices
  - ii. Review emergency action plans.
  
- c. Oversee Swim Lessons Program**
  - i. Monitor and assess the quality of programming after each swim lesson session
  - ii. Maintain a sequential program of studies, as defined by the Red Cross
  
- d. Ensure swimming and surrounding areas are safe.**
  
- e. Ensure all rules and regulations are followed.**
  
- f. Oversee all beach operations including, but not limited to:**
  - i. Oversee the snack bar staff and the merchandise with designated commission members
  - ii. Secure the beach on off hours
  - iii. Manage collaborations with town personnel, commission members, and outside renters of the beach
  - iv. Supervise the Gatekeeper. Ensure the safe keeping of records and handling of funds
  - v. Create schedules for all staff members
  - vi. Maintain good public relations with visitors using the beach
  - vii. Report any problems to the beach commission chairman, in a timely manner
  - viii. Be sure that timecards are kept daily by all employees. They are to be turned in weekly to the Sandy Beach Commission treasurer
  - ix. Record all accident reports and turn them into the commission
  - x. Purchase/request any supplies needed
  - xi. Assist Commission personnel committee in hiring of summer employees
  - xii. Miscellaneous responsibilities as seen fit by the Commission

- xiii. Attend regular meetings of the Sandy Beach Commission

### **Reliability & Professionalism**

- a. Maintains dependable attendance and punctuality.
- b. Performs duties responsibly, safely, and in compliance with Commission policies.
- c. Fosters positive working relationships with staff, volunteers, and the public.

### **Qualifications**

- a. At least 21 years of age
- b. American Lifeguard Certification, preferred
- c. Red Cross CPR/First Aid for the professional rescuer, preferred
- d. Waterfront Safety, desirable
- e. Prior lifeguarding and/or beach management experience preferred.

### **Knowledge, Skills & Abilities**

- a. Ability to read and understand safety rules, operating instructions, and procedure manuals.
- b. Ability to complete basic written reports and communicate effectively with staff and visitors.
- c. Basic mathematical skills, including addition, subtraction, multiplication, and division.
- d. Ability to solve practical problems and follow written and verbal instructions.
- e. Ability to establish and maintain effective working relationships.
- f. Working knowledge of cleaning equipment, products, and safety procedures preferred.

### **Physical Demands**

- a. Occasional lifting of at least 50 pounds (debris, picnic tables, maintenance equipment, etc.)
- b. Pushing and pulling of equipment such as picnic tables and equipment
- c. Consistent attendance is an essential function of this position.

### **Work Environment**

- a. Primarily outdoor work with occasional indoor duties.
- b. Regular exposure to sun, cleaning agents, landscaping and maintenance equipment.
- c. Occasional work near moving mechanical equipment.
- d. Moderate noise level.
- e. Work may require meeting deadlines and responding to time-sensitive needs.

### **EEOC Statement**

It is the policy of the Sandy Beach Commission to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Sandy Beach Commission will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*