**OCEAN LAKES FAMILY CAMPGROUND**

**SANDY HARBOR SUPERVISOR I**

1. **REPORTS TO:**  Recreation Director
2. **PURPOSE OF POSITION:** Supervise the daily operation of the Sandy Harbor Recreation Department to include all facilities, programs, and personnel.
3. **CLASSIFICATION:** Hourly – Non-Exempt - Pay Grade 6
4. **DEPARTMENT:** Amusements - 131
5. **DUTIES AND RESPONSIBILITIES**

* Supervise recreation department operation, to include all facilities in the department, in a responsible and professional manner in keeping with the goals of the department and the campground.
* Supervise and assist in maintaining all facilities to insure teammate and guest safety.
* Maintain all Games and attractions to ensure efficient operation and safety.
* Inventory, stock and control all redemption merchandise at redemption center.
* Supervise all Recreation staff, make work assignments, and actively work in all areas of the department.
* Assists guests in the redemption center in a professional and courteous manner.
* Receive and expedite complaints and needs of guests in a swift and courteous manner.
* Open and close all facilities as scheduled.
* Prepare department deposits, reports, and records in a timely and efficient manner.
* Inventory, maintain, and purchase program and maintenance supplies.

1. **SAFETY RESPONSIBILITIES AND REQUIREMENTS**

* Actively demonstrate, encourage, train, and model safety rules and guidelines, in accordance with company, along with local, state and federal law requirements.
* Investigate loss producing incidents and review prevention recommendations with all employees.
* Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.
* Report safety or hazard concerns to management.
* Take personal responsibility for safety every day.

1. **QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION**

* Degree or High School diploma.
* Supervisory experience in resort or related field.
* Possess a valid driver’s license.
* Must have reliable transportation.
* Must have the ability to work on site for all scheduled hours.
* Possess good oral and written communication skills. Enjoy working with people, energetic, and enthusiastic.
* Understanding of internal controls.
* Maintain confidentiality of information.
* Positive attitude.
* Ability to interact well with others in a team environment.
* Physical Requirements include lifting up to 50lbs, pushing, pulling bending.
* Physically able to stand, sit, and walk for extended periods of time.
* Must be able to perform outdoor work in varying weather conditions.

1. **Schedule**

* Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or Holidays as well as overtime hours as necessary.

**General sign-off:** This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_