



## Location Manager

**Summary:** This full-time or part-time (site dependent) seasonal position is responsible for the coordination and operation of a particular location. Site Managers are expected to supervise the safety of the guests and staff in their programs and provide mentorship for Instructors, Front Desk, and Beach Hands. Specific duties are detailed are detailed below.

**Location:** Hammerman Beach, Dundee Creek

### **Minimum Qualifications:**

- 21 years of age
- Familiarity with all water sports offered
- Current Lifeguard certification
- Current First Aid and CPR/AED certifications
- Previous experience in a management position
- Ability to multi-task including instruction, risk management, and equipment management
- Knowledge and experience with Microsoft Office and Google products
- Must provide own transportation
- Ability to move equipment in excess of 50lbs.

### **Desired Qualifications:**

- Current certification from American Canoe Association (ACA), American Sailing Association (ASA), and/or US Sailing in kayaking, stand-up paddle boarding, windsurfing, and/or small boat sailing
- Knowledge and experience with QuickBooks software
- Understanding of local weather conditions
- Ability to mentor all staff in conduct

### **Overview of Duties:**

1. Assumes responsibility for all safety considerations for each day
2. Stage watercraft for start of daily operations
3. Re-rack and lock all watercraft at the end of daily operations
4. Set-up office and computer for start of daily operations
5. Activate, test, and put all radio in dry bags for the day
6. Answer questions regarding programs
7. Accept registration, payment, and refunds for programs
8. Supervise and check End-of-Day and Daily Business Report (DBR)
9. Fit guests properly for PFDs, paddles, kayaks, and paddleboards
10. Explain boundaries and suggested routes to all guests at time of launch
11. Meet guests returning from excursion to collect all equipment and re-stage
12. Participate in daily debrief and issue reconciliation
13. Assist with weekly equipment and site safety checks
14. Display a constant positive attitude toward guests and staff
15. Reports to General Manager

**Salary and Benefits:** Approximately 45 hours per week. Compensation is paid on an hourly basis commensurate with education and experience. Payment occurs on the 15<sup>th</sup> and last of the month. One week of unpaid vacation is allotted between Memorial Day and Labor Day.