

Lake of the Woods JOB DESCRIPTION



LAKE OF THE WOODS
HOMEOWNERS ASSOCIATION
PO Box 191 - Dunlap, IL 61525

JOB TITLE:	Lake Supervisor	DATE:	November 28, 2018
INCUMBENT:	David Wiles		
REPORTS TO:	Lake of the Woods Board President	FLSA:	Exempt
TIME:	Year Round	SALARY:	Based on Exp

SUMMARY DESCRIPTION:

Supervise all lake functions at Lake of the Woods.

DUTIES AND RESPONSIBILITIES:

Customer Service Management:

1. Responsible for maintaining the highest level of professionalism and service for LOW Homeowners utilizing the lake.
2. Responsible for projecting a positive image of Lake of the Woods Home Owners Association.
3. Provide support to LOW Home Owners Association board as needed and time allows.
4. Duties and responsibilities may be revised as needed by the LOW Board President either verbally and/or in writing

Lifeguard and Beachfront Operations Management:

1. Hire, supervise, schedule hours, track hours, pay life guards and monitor lifeguard performance.
2. Maintain cleanliness, safety, and presentation of beach, lake front, docks, and boat racks with the help of the common properties committee when needed.
3. Coordinate lake spring cleanup and fall shutdown for the beachfront area
4. Exercise discretion and independent judgment with respect to matters of significance including expense management, lake beautification, and lake activities
5. Manage boat slip rentals, including receipts, documentation of proper boats, and communication with boat slip renters.
6. Manage and test water quality of lake and communicate with the Department of Health for all testing and beach license requirements.
7. Enforce all lake policies and procedures including but not limited to:
 1. Enforce residency requirements and swimming rules for all members using the lake.
 2. Discipline underage swimmers and report any infractions to child's parent and Common Properties Committee chairman.
 3. Enforce boat and fishing rules at the lake. Report all infractions to the Common Properties Committee chairman.
 4. Serve on and attend Lake Committee meetings. Assist in Lake Committee meetings with homeowners to plan and prioritize lake projects and budgets.

EDUCATION/EXPERIENCE REQUIREMENTS:

Must be 21 or older. Red Cross certification desired, but not required. High School Diploma; Degree in recreation management, elementary education, nursing or sports management beneficial but not required. Ability to work with people, be team player and have a positive attitude.

WORK REQUIREMENTS:

- Ability to work approximately 18 hrs per week during 12 weeks of summer, between Memorial Day and Labor Day. These hours are approximately 16 hrs per week of beach presence with an additional 2 hr per week of administrative duties. In addition, approximately 2 hrs per week of administrative duties will be required year-round when lake is closed. This includes attendance at Lake Committee meetings.
- Must work Saturday and Sundays during the summer or must line up a board member or supervisor sub if need summer weekend off.
- Ability to lift 25 lbs.
- Lake of the Woods homeowner or resident preferred, but not required.