

BOATING & CONCESSION SHIFT SUPERVISOR

Number of Positions: 2

Salary: \$17.00 – \$17.75/hr

Dates:

May 2 - May 24: Open Weekends Only, work 8-16hrs/wk

*open Memorial Day

May 28 - Aug 9: Open Thursday-Sunday, work 16-32hrs/wk

*open Independence Day

Aug 15 – Sep 6: Open Weekends Only, work 8-16hrs/wk

*open Labor Day

* Training times in late April, TBD

GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Under the supervision of the Community Program Manager, Shift Supervisors will assist in the supervision of staff, inventory of food and supplies, and completion of daily deposits using our Point of Sale software program. Shift Supervisors will also oversee the daily operation of boat rentals, concession sales, and supervise Lake House facility rentals.

QUALIFICATIONS:

A friendly and helpful sales disposition is required, as is the ability independently solve problems and to make change and work with numbers. Applicants must a high school diploma (or equivalent) and certified in CPR and First Aid or be willing to obtain certification by the start of the season. Preference will be given to applicants that are able to work the entire season over those that are available only for a portion of the summer. Work experience or training in at least three of the following areas is also preferred:

- Cash register/Point of Sale software experience.
- Customer service experience.
- Supervisory experience.
- Knowledge of canoes, rowboats, paddle boats, and boat safety.
- Food preparation and sanitation experience.
- Certification in life guarding or water safety.

DUTIES AND RESPONSIBILITIES:

1. Attend required staff trainings.
2. Assist in the training of staff.
3. Supervise daily operation of the Lake House concession stand including boat rentals, concession sales, and opening and closing the facility, including disinfecting of boats and concession stand.
4. Supervise Lake House facility rentals: provide support and service to rental groups including cleaning and setting up rooms.
5. Enforce health and safety rules for participants and staff.
6. Inspect facilities, equipment, and surrounding areas for safety; report and direct the correction of unsafe conditions.
7. Complete daily reports and deposits.

8. Complete all necessary forms, documents, and sales tracking records.
9. Assist in the implementation of park district programs and special events in Crystal Lake Park.
10. Complete an end-of-the-season evaluation and provide suggestions for future improvements.
11. Follow and enforce all Urbana Park District policies and procedures.
12. Complete other work-related duties as assigned by the Community Program Manager.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing up to 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, and close and far vision.

Date Written: 2012 Date Revised: December 2025

BOATING & CONCESSION WORKER

Number of Positions: 2

Salary: \$15.50 – 16.50/hr

Dates:

May 3 - May 25: Open Weekends Only, work 8-16hrs/wk

*open Memorial Day

May 29 - Aug 10: Open Thursday-Sunday, work 15-25hrs/wk

*open Independence Day

Aug 16 – Aug 31: Open Weekends Only, work 8-16hrs/wk

*open Labor Day

* Training times in late April, TBD

GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Under the supervision of the Community Program Manager and Lake House Shift Supervisors, workers are responsible for renting boats and selling concessions to the public, maintaining equipment, and assisting in the opening, closing, and cleaning of the Lake House boats, boat dock, and concession stand.

QUALIFICATIONS:

A friendly and helpful sales disposition is required, as is the ability to make change and work with numbers. Applicants must be at least 16 years old (or 14-15 with a work permit) and be certified in CPR and First Aid or be willing to obtain certification by the start of the season. Preference will be given to applicants that are able to work the entire season over those that are available for only a portion of the summer and to those applicants who have work experience or training in at least one of the following areas:

- Cash register/Point of Sale software experience.
- Customer service experience.
- Knowledge of canoes, rowboats, paddle boats, and boat safety.
- Food preparation and sanitation experience.
- Certification in life guarding or water safety.

DUTIES AND RESPONSIBILITIES:

1. Attend required staff trainings.
2. Assist in the rental of boats and equipment.
3. Take and prepare concession food orders.
4. Responsible for the proper use and storage of boats and boating equipment.
5. Responsible for the proper storage of concession supplies and proper use of concession equipment.
6. Responsible for the daily cleanliness of boats and boat dock, the Lake House concession stand and their surrounding areas.
7. Responsible for proper use of cash register/Point of Sale software and maintaining a balanced cash drawer.
8. Enforce health and safety rules for participants.
9. Complete all necessary forms and documents.
10. Complete an end-of-the-season evaluation and provide suggestions for future improvements.

11. Follow all Urbana Park District policies and procedures.
12. Complete other work-related duties as assigned by the Community Program Manager and/or Lake House Shift Supervisors.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing up to 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, and close and far vision.

Date Written: 2012 Date Revised: January 2025