

# Lake Walkkill Community, Inc.

## Job Description

Position Title: Vice President, Safety and Insurance

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

### I. Position Summary.

#### Responsibilities:

- Responsible for all aspects of Lake Walkkill Safety and Insurance
- Responsible for recruiting and hiring of seasonal employees (Sports Director & Lifeguard)

## Essential Functions or Duties

### II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Review and analyze monthly financial reports provided by the Treasurer.
- Lead or participate in standing or special committees as requested by the President.
- Provide budget input to the Treasurer for Safety & Insurance related funding requirements.
- Make timely updates to Treasurer for any budget variance. Variances in excess of 10% of annual budget require detailed explanation.
- Responsible for ensuring the Lake has adequate insurance and, policies in force, in accordance with the plan periodically approved by the Management Committee.
- Responsible for all aspects of seasonal employment for Sports Director and Lifeguards including recruiting, job offers, job descriptions, scheduling and resolution of employment issues that may arise.
- Conducts a pre-season meeting with lifeguards and the Lake Manager. Reviews the Lifeguard Manual and the Aquatic Supervision Plan as well as the lifeguard and senior lifeguard accountabilities.
- Conducts a review, pre-season, with the Sports Director to review their planned program (s) as well as the communication plan for Sports Club schedule and activities. Ensures the Sports Director schedules the Junior Olympics, a fundraising event to benefit Sports Club (Card Party, Chinese Auction or similar) and that they order equipment needed for the program preseason. Makes sure appropriate rewards (trophies, medals or similar) are available and distributed to participants.
- Periodically attends or reviews Sports Club Program to evaluate performance to expectations. Inspects Lake athletic facilities and recommends areas of improvement to the VP Operations.

### III. Special Duties

- Liaison to insurance broker (s). Handles all insurance related matters including claims or inquiries by members or the Management Committee. Periodically works with broker (s) to obtain competitive quotes. Balances value versus risk in evaluation of quoted insurance products.
- Annually reviews the NJ State bathing regulations and updates the Aquatic Supervision Plan accordingly.
- Prepares pre-season for the Department of Health Inspection by ensuring the Aquatic Supervision Plan is up to date including the "Pre-Season Facility Assessment" completed by the Lake Manger and that the elements of the plan that need to be maintained during the season are organized.
- Conducts periodic risk assessment of facilities and procedures. Makes proposals to Management Committee for improvement or risk reduction programs.

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Diplomatic in dealing with conflicts that can arise from member interactions.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.
- Experience/Knowledge in Insurance and or Lifesaving helpful.

V. Accountability

Officers maintain a fiduciary responsibility to the Management Committee and the Membership at large.