



**MANCHESTER PARKS & RECREATION
SINGING BEACH
SUMMER 2026**

PARKS & RECREATION

The Manchester Parks & Recreation Department is now accepting applications for the position of Singing Beach Operations Facility Manager for the 2026 Summer Season. On a daily basis, the Beach Operations Facility Manager is responsible for the following duties, and making sure they are performed by his/her staff:

- Managing and supervising the Beach Facility Attendants in collection of daily beach walk-on and parking fees. Follows and administers guidelines for the collection and handling of money.
- Patrols and enforces rules and regulations at Singing Beach parking lot, bathhouse, and grounds.
- Directs user groups to appropriate recreational locations and resolves conflicts with beach user groups, patrons, and staff. Provides public relations by answering questions about the Beach.
- Managing and directing the Beach Attendants in daily cleaning of restrooms and bathhouse lobby areas prior to opening facilities, and supervises staff in the maintenance and upkeep of the facilities throughout each day.
- Assumes responsibility for care of all equipment and supplies used in daily operations. Oversees that storage areas are regularly kept clean, stocked and organized.

The Beach Operations Facility Manager works in cooperation with the Head Lifeguard and Lifeguard staff to ensure the safety and proper use of Singing Beach and the Bathhouse. The Manager reports directly to the Director of Parks & Recreation.

Minimum qualifications

Applicants must be at least 21 years of age and have current CPR and First Aid certifications (or willing to obtain prior to the start of the season.) Cash handling experience required. Should have the ability to work unsupervised with a wide range of people. Must have the ability to work with financial calculations, completion of daily paperwork, employee payroll app and time sheets, and staff scheduling. Experience supervising staff and be able to effectively and diplomatically work with beach patrons, town officials, and employees. Must have good organizational skills. Independent judgment and initiative required.

Position is weekends only from Memorial Day until June 15th and then the position is Full Time (40 hours per week) thru Labor Day weekend. Position works every weekend and has two days off during the week.

The rate of pay for this position is between \$25.00 and \$29.00/hour, based on experience.

This is a great job opportunity for teachers or retired professionals. What could be a better job than working at one of the North Shore's premier Beaches. For more information, contact Manchester Parks & Recreation at 978-526-2019 or send an email to Cheryl Marshall, Director of Parks and Recreation at marshallc@manchester.ma.us.

Position is open until filled.