

POOL MANAGER/ASSISTANT POOL MANAGER/LIFE GUARDS/OFFICE STAFF/GROUNDSKEEPER/UMPIRES

Moundridge, KS

POOL MANAGER

- Responsible for the safety and supervision of a pool facility, staff, participants, supplies and equipment. Responsible for pool instructional and special event programs and customer service. Responsible for memberships and the revenue collection process, post-season inventory, and collections of equipment. Must be able to supervise staff, the pool areas, and all persons using pool facilities. Must be able to operate a pool filtration system and implement emergency action plans as well as supervise. Must be able to correctly complete appropriate paperwork and generate staff schedule. Must be able to work with minimum supervision. Must have current or be able to obtain American Red Cross Lifeguard Training/ First Aid, and CPR for the Professional Rescuer/AED certifications. Must have or be able to obtain American Red Cross Water Safety Instructor certification. Be able to teach swimming lessons. Must be able to work other than normal hours and be available to work varied shifts, weekends and holidays as scheduled based upon the needs of the department. Must be **21** years of age or older. Must wear Department of Recreation staff swimwear.

ASSISTANT POOL MANAGER

- Performs the duties of the lifeguard. Responsible for the safety, supervision, and discipline of all persons using deep or shallow water pool facilities. Performs the duties of the pool manager in his/her absence at pool. Responsible for the safety and supervision of a pool facility, staff, participants, supplies and equipment. Responsible for pool instructional and special event programs and customer service. Responsible for memberships and the revenue collection process and the duties of the pool manager in his/her absence at pools. Must be able to supervise staff and administer pool operations. Must have current or be able to obtain American Red Cross Lifeguard Training/First Aid and CPR for the Professional Rescuer/AED certifications. Be able to teach swimming lessons. Must have or be able to obtain American Red Cross Water Safety Instructor certification. Must be able to work with minimum supervision. Must be **18** years of age or older. Work varied shifts, including weekends and holidays. Must wear Department of Recreation staff swimwear.

LIFEGUARD

- Provide on deck supervision of the pool at all times. Monitor pool activity to ensure the safety of children, families and anyone else using the pool. Respond to emergency situations as needed. Maintain cleanliness of pool facilities including but not limited to straightening and stacking chairs, collecting trash, cleaning bathrooms/showers/changing areas and all other job related duties as assigned by the pool manager. Must have current or be able to obtain American Red Cross Lifeguard Training/ First Aid, and CPR for the Professional Rescuer/AED certifications. Must be at least **16** years of age or older. Work varied shifts, including weekends and holidays. Must wear Department of Recreation staff swimwear.

GROUNDSKEEPER

- Responsible for mowing, edging, spraying, infield prep, mound and plate rebuilds, weed pulling, general upkeep of baseball/softball fields and tennis courts. Additional duties include but are not limited to trash pickup, facility cleaning/restrooms, painting, game/special event preparation. Must be able to work other than normal hours and be available to work varied shifts, scheduled based upon the needs of the department. Must be **16** years of age or older.

POOL OFFICE/CONCESSION STAFF

- Provide positive customer service to patrons including collecting admission fees, concession fees and selling concessions. Keeping accurate daily records. Maintains the office, concessions, parking area, restrooms, general pool area. Must be at least **15** years of age or older. Work varied shifts, including weekends and holidays. Must wear Department of Recreation staff swimwear.

UMPIRE

- Applicant must be at least **15** years of age. Ability to communicate with people of all ages; teachable; ability to work independently, good decision making skills and punctual. Work requires walking, running, stooping, standing, and some climbing.