



Aquatic Intern

Job Summary

This is a seasonal position, beginning in May and concluding in September. Scheduled to work 40 hour, 5 days a week. Work schedule will be negotiated during interview process to accommodate candidate's school year, current employment, etc.. The Aquatics Intern will have direct management responsibilities over the day-to-day operations of the Meadows Place Pool, under the direct supervision of the Recreation/Aquatic Coordinator.

Essential Job Duties and Responsibilities:

- Regular and timely attendance as scheduled.
- The Aquatics Intern is responsible for ensuring our members, guests and customers a safe and clean aquatic facility.
- Scheduling, training and supervising the Meadows Place Pool aquatic staff in accordance with the prescribed hours of operation, duties and responsibilities and within the approved budget.
- Responsible for overseeing the enforcement of established facility rules, regulations and policies.
- The Aquatics Intern is expected to interact with our members and guests, elicit information regarding customer satisfaction and service and to relay that information to the Recreation/Aquatic Coordinator.
- The Aquatics Intern is expected to set a professional example at all times.
- Required to effectively manage the opening of, the routine maintenance, issuing and receiving equipment & supplies and the securing the facilities and amenities upon closing.
- Assist in the promotion, implementation and evaluation of special programs and activities and assist with the youth swimming lessons.
- Assist full time professional personnel with administrative duties, including but not limited to, financial reporting, payroll, class registrations, class maintenance and special promotions.
- Responsible for ensuring customer service policies and procedures are consistently followed by all Meadows Place aquatic staff.
- Expected to possess an extensive general knowledge of preventative lifeguarding, pool rules and regulations pertaining to the Meadows Place Pool and a basic knowledge of the mechanical systems relative to facility and aquatic operations.
- Prepares a variety of reports and maintains a variety of facility records as directed.
- Expected to be familiar with all programs and activities offered through the Parks and Recreation Department.
- Interacts with the general public, staff and contract personnel in an effort to assist the same in all relative facets of the Meadows Place Pool operations.
- Expected to maintain their physical condition, as to be able to effectively perform their prescribed duties and responsibilities.
- Plan, implement and evaluate all required in-service trainings for Meadows Place aquatic staff.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.

Minimum Education and Experience:

Must be currently enrolled in college courses pursuing a degree in Parks and Recreation or related field or recent graduate preferred. Previous aquatic experience required, with at least 2 years progressive management experience, preferably involving supervision of subordinate personnel and cash management.

- Lifeguarding experience and certifications required.
- Lifeguard Instructor (LGI) required or ability to have prior to start of position.
- Water Safety Instructor (WSI) preferred.
- Must have good oral and written communication skills and the ability to deal effectively with the public.
- Must possess excellent customer service skills.
- Must possess a good working knowledge of Microsoft Word and Excel.

Salary:

- \$12-\$14/HR DOE

Closing

March 12, 2018

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>

For questions regarding the position, please contact Leigh Ylanan at lylanan@cityofmeadowsplace.org.