

## **FRONT DESK**

### **– Responsibilities:**

- Greets guests as they enter the facility.
- Processes transactions for daily admissions, memberships, and merchandise sales.
- Conducts swim lesson enrollments and transfers.
- Answers the phone and provides information to guests on facility hours, fees, and programs.
- Serves as water slide dispatcher on Saturdays and Sundays.
- Serves as attendant for birthday party rental. Assists hosts in set up of tables/chairs, decorations, and time management.
- Cleans facility areas as needed.

### **– Prerequisites:**

- None

## **LIFEGUARD**

### **– Responsibilities:**

- Conducts patron surveillance.
- Performs water rescues, as needed
- Provides emergency care to guests in distress including first aid, CPR, and AED administration.
- Participates in monthly in-service training.
- Provides first aid to guests, as needed.

### **– Prerequisites:**

- Must be able to complete the prerequisites for the Ellis & Associates lifeguarding course:
  - Swim 200 yards continuously
  - Tread water for two minutes without use of arms or hands
  - Retrieve a 10lb dive brick from 12.5 feet of water

## **MANAGER-ON-DUTY**

### **– Responsibilities:**

- Provides supervision for all facility operations in the absence of a full-time manager.
- Addresses concerns and questions from guests.
- Provides clarifications on lane space allocations.
- Answers the phone and provides information to guests on facility hours, fees, and programs.
- Conducts water tests and adds chemicals to adjust pool water chemistry, as needed.

### **– Prerequisites:**

- Must have some supervisory experience, but not necessarily in aquatics.
- Must be able to work weekday nights and weekends.
- Must be a high school graduate or equivalent.
- Must be able to complete a Certified Pool Operator course (provided for free to our team members).

## **POOL OPERATOR**

### **– Responsibilities:**

- Provides supervision for pool deck operations, including overseeing the on-shift lifeguard staff.
- Conducts lifeguard training drills including scanning corrections and VATs.
- Addresses concerns and questions from guests.
- Provides clarifications on lane space allocations.
- Conducts water tests and adds chemicals to adjust pool water chemistry, as needed.

### **– Prerequisites:**

- Must have at least one year of experience as a lifeguard.
- Must be able to work weekday nights and weekends.
- Must be able to complete a Certified Pool Operator course (provided for free to our team members).

## **WATER SAFETY INSTRUCTOR**

### **– Responsibilities:**

- Provides water safety instruction (swim lessons) using American Red Cross curriculum.
- Communicates effectively with parents of swim lesson participants.

### **– Prerequisites:**

- Must be an American Red Cross Water Safety Instructor (course is provided for free to our team members).