



Nevada City Parks and Recreation Job Description - Aquatics CASHIER/SWIM INSTRUCTOR

Under supervision of the Pool Manager, performs duties as program and snack shack cashier, provides quality customer service, responsible for keeping a clean work area, teaches swim lessons and other duties as assigned. A qualified candidate must possess current certifications in CPR/AED for Lifeguards and Administering Emergency Oxygen.

Typical job duties are:

- Conduct oneself in a professional manner
- Ensure patron safety and office support services during all hours of operation
- Responsible for welcoming and greeting each guest
- Answer phones in a professional manner
- Accurate attendance record keeping for admissions and monies collected
- Lesson instruction in the Learn to Swim program
- Lead birthday party games with groups of up to 20 children
- Answer questions and inquiries from the public
- Handle customer transactions, program and snack shack fees
- Inform Pool Manager when snack shack items are in need of replenishing
- Cleaning and maintenance of the aquatic facility
- Responsible for cleanliness & neatness of office/front counter on a daily basis
- Assist in Emergency Situations
- Assist the Pool Manager when required

Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements to provide a safe environment
- Must be versed in all the program and operational information related to the Nevada City Pool
- Must be able to provide professional customer service
- Ability to function effectively under direct supervision and develop working relationships with fellow City Employees and the public
- Good communication, both verbal & written is required & must include ability to talk with upset/angry customers
- Ability to receive direction and follow written and oral instructions
- Ability to handle multiple tasks
- Must be able to remain calm in an emergency situation
- Ability to lift at least 40 lbs.
- Prior exposure working with children and the public is desired
- Other skills: reliability, dependability, creativity, enthusiastic

Other:

- Must be at least 17 years of age
- If under 18 years of age and still in high school a work permit is required
- Employees may only request 7 days off from work during each summer season
- Pre-season In-service is mandatory
- Pay rate: \$8.00/hr

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.
Applications are available at www.nevadacityca.gov

Application deadline: March 8, 2012