



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.

Typical job duties are:

- Conduct oneself in a professional manner
- Ensure patron safety and quality customer service during all hours of operation
- Welcome and greet each customer
- Answer phones in a professional manner
- Accurate record keeping
- Swim Lesson planning, instruction & completing report cards in a timely manner
- Lead birthday party games with groups of up to 20 children
- Answer questions & inquiries from the public
- Handle customer transactions, including program registration, admissions & snack shack sales
- Cleaning and maintenance of the aquatic facility
- Assist & respond when Emergency Action Plan is activated
- Balance a cash drawer
- Assist with all Parks & Recreation programs – as assigned

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 & other Parks & recreation programs
- 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
- Able to handle multiple tasks
- Must be able to remain calm in an emergency situation
- Ability to lift at least 40 lbs.
- Experience with cash handling
- Enjoy working with children
- Good basic math skills
- Ability to self-motivate
- Organized & able to work within an existing system
- Other skills: reliability, dependability, creativity, enthusiastic

Other:

- Must be at least 15 years of age
- Employees may only request 7 days off from work during each summer season
- Pre-season & weekly in-service is mandatory (only 2 weekly trainings can be missed)
- CPR/AED for Professional Rescuers certification is ideal
- Pay Rate: \$15.00/hr

For an Application, visit the City's website www.nevadacityca.gov

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.