



Town of Wytheville

Job Opening

Pool Office Assistant Part – Time Position

ANTICIPATED HIRING RANGE: \$15 to \$15.68 per hour. Actual compensation will be DOE/DOQ.

DEPARTMENT: Parks & Recreation

FLSA DESIGNATION: Non-Exempt

POSTED: 04/17/2024

POSITION SUMMARY: The **Pool Office Assistant** works under the general supervision of the Pool Supervisor and is responsible for the accurate and efficient handling of all sales and monies collected at the admission and the concessions area while maintaining the cleanliness of the pool facility. The position may enforce safety rules and regulations at the direction of the Pool Supervisor.

→ Please refer to the attached Job Description for more details or visit the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.

MINIMUM REQUIRED QUALIFICATIONS: High School diploma or GED equivalent is required. Related experience preferred. Any combination of education and experience will be considered. Must have the ability to effectively enforce safety and health regulations relating to aquatics programs and the facility; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the public; ability to communicate effectively orally; ability to give and understand oral instructions; ability to accurately collect and register all monies from admission and concession sales.

Special Requirements: Successful completion of a CPR and Standard First Aid Course. Certification will be administered by the Town as needed.

Please refer to the Job Description for additional Required Minimum Qualifications.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town of Wytheville job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please send a completed application via email to: human.resources@wytheville.org, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382, or deliver in-person.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the positions are filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: Pool Office Assistant

Department: Parks and Recreation
Worker's Comp Group No. 054
FLSA Status: Non-Exempt
Effective Date: April 10, 2024

GENERAL PURPOSE

The **Pool Office Assistant** is responsible for the accurate and efficient handling of all sales and monies collected at the admission and the concessions area while maintaining the cleanliness of the pool facility. May enforce safety rules and regulations at the direction of the Pool Supervisor.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities of the position. Employees may be required to perform additional tasks as assigned.

- Monitors the use of the swimming pool facility; enforces safety rules; patrols the swimming pool and facility; maintains discipline.
- Collects and registers all monies from admission sales, programs, and concession sales; completes daily reports of monies collected and operates a cash register.
- Performs a variety of miscellaneous duties such as answering the phone, running errands, selling tickets, collecting fees, arranging rental use of the pool, and helping set up for programs and events.
- Registers participants, collects fees and distributes equipment.
- Reports all physical hazards and unsafe conditions of the facility to the Pool Supervisor.
- Assists in the opening and closing of the pool facility and maintains cleanliness of pool facility, bathhouse, parking lot, and surrounding areas of pool.
- Assists with various aquatic competitions.
- Promotes interest and provides information regarding recreation programs to the public and assists in the preparation of posters, bulletin boards, and related communication regarding aquatics programs.
- Assists in the operation of swimming meets.
- Administers lifesaving and emergency techniques covered by certification as needed.
- Other duties may be assigned.

JOB DESCRIPTION

Class Title: Pool Office Assistant

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or GED equivalent is required. Related experience preferred. Any combination of education and experience will be considered.

Necessary Knowledge, Skills and Abilities:

Ability to effectively enforce safety and health regulations relating to aquatics programs and the facility; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions. Ability to accurately collect and register all monies from admission and concession sales.

SPECIAL REQUIREMENTS:

First aid and CPR/AED certification. *Certification will be administered by the Town as needed.

TOOLS AND EQUIPMENT USED:

Various hand tools used in the maintenance of swimming pool equipment and facility; pool testing equipment; phone; cash register; pool whistle; public announcement and stereo systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is occasionally required to use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

Physically perform all duties and responsibilities required of a Pool Office Assistant as listed above.

Be visually and audibly alert to noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility. Exercise physical demands required of CPR and First Aid if needed.

The employee must occasionally lift and/or move up to 100 pounds.

JOB DESCRIPTION

Class Title: Pool Office Assistant

WORK ENVIRONMENT:

While performing the duties of this job, the employee will work in outside weather conditions. The employee will be exposed to wet and/or humid conditions, as well as potentially toxic, or caustic chemicals. The noise level in the work environment can be moderately quiet to loud.

Authorization:

Signature: _____ **Date:** _____ **Approval:** _____ **Date:** _____
Department Head **Town Manager**

Revision History: 04/07/2005, 10/01/2004, 09/17/2013, 04/25/2018, 04/08/2024

Job Description Acknowledgement of Employee:

My signature below represents that I have received the complete job description, including the specific Class Title (level) for which I have been hired. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Name:

Print: _____ Signature: _____ Date: _____

HR Use Only:

Date Received: _____ **HR Rep Initials:** _____ **Effective Date:** _____