



City of Brunswick

Seasonal Employment Opportunity

Job Title:	Pool Site Attendant	FLSA:	Non-Exempt
Department/Div:	Recreation and Parks	EEO-4 Code:	PARA
Reports to:	HCP Pool	Date:	03/30/2024
Supervises:	None		
Pay:	\$12.00/hr		

JOB SUMMARY

The purpose of this classification is to perform customer service and clerical work in support of the Aquatic programs and activities.

MAJOR DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Schedules and supervises recreational activities and use of facilities; schedules meetings, classes, rehearsals, and other activities; maintains current calendar of events; determines requirements for equipment, room setup, or other needs for each activity.
2. BAC; ensures security of facilities, performs opening/closing procedures; closes open windows and locks doors; opens/closes safe as needed.
3. Supervises pool activities; monitors pool to ensure crowd control; coordinates sales of concession items; monitors inventory of concession items and orders materials; dispenses beverages for customers.
4. Registers individuals to participate in swim lessons or utilize picnic pavilion; reviews applications, forms for use of facilities; collects appropriate fees; prepares sign-in sheets for participants; maintains records of program participation.
5. Assists with preparation/setup of meeting rooms, gymnasium, tables/chairs, recreational equipment, or other facilities needed for programs/activities; sets up and stores audio/visual equipment; coordinates cleaning and maintenance activities.
6. Supervises individuals or organizations using recreation facilities or participating in recreational programs; explains rules, regulations, and policies to program participants; handles situations involving excessive noise, disruptive behavior, or other problems.
7. Performs customer service functions; answers incoming telephone calls; provides assistance and information related to department programs, activities, procedures, forms, fees, or other issues; distributes brochures, calendars, registration forms, or other documents; responds to routine questions or complaints; research problems and initiates problem resolution.

8. Receives moneys in payment of program/activity fees, pool admission fees, concession sales, or other departmental fees/services; operates cash register to record transactions; issues receipts; forwards revenues as appropriate; processes requests for refund of rental deposits.
9. Performs bookkeeping tasks; balances revenues with cash register records; posts invoices into computer; calculates concession/ticket sales and prepares daily sales records.
10. Monitors inventory of equipment, supplies, concession items, or other materials; ensures availability of adequate supplies and materials to conduct work activities; initiates orders for new/replacement materials.
11. Assists Aquatics Specialist as needed.
12. Assists with various program monitoring indoor/outdoor games, cooking projects, or other activities; assists students with homework (Seasonal)
13. Initiates request for building custodial maintenance, grounds maintenance, equipment maintenance, or other services; performs minor cleaning/maintenance tasks as needed.
14. Prepares or completes various forms, reports, correspondence, calendars, applications, accident/incident reports, security checklists, sign-in sheets, program attendance records, sales records, inventory records, refund requests, or other documents.
15. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other computer programs.
16. Communicates with supervisor, employees, instructors, other departments, program participants, civic groups, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 2-month previous experience and/or training involving recreation program coordination, customer service, or general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of a valid Georgia driver's license. May require possession and maintenance of valid CPR/First Aid certification.

City of Brunswick, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Brunswick is an Equal Opportunity and E-Verify employer.