

PERKASIE BOROUGH
Parks and Recreation – Menlo Aquatic Center
Part time Seasonal Employment Opportunities

Assistant Aquatics Supervisor

This position will need to take directions from the Aquatics Supervisor as well as Aquatic Facilities and Program Manager. They must be able to fulfill the Aquatics Supervisor's job responsibilities when the supervisor is absent in overseeing all aquatic employees and work alongside the Front Desk Supervisor to assist managing front desk attendants. They will also be responsible for all facility and mechanical operations and assist patrons with questions and concerns. They must be knowledgeable of pump room mechanics, water chemistry, and the ability to make decisions based upon staff and patron safety.

When the Aquatics Supervisor is present this position will be required to take on the responsibilities of head lifeguards, and lifeguards (listed below) to fill in staffing holes to ensure the facility is run safely and effectively. They must be able to lift at least 50 pounds and have two years of experience as a headguard or lifeguard. They must be lifeguard, CPR/AED, and first aid certified before the start of the season.

Head Lifeguard

This position requires someone who is organized and can communicate effectively with their peers. Their main responsibility is to be visible to staff and public around the pool deck and facility to ensure all questions or concerns are addressed in a timely manner. In addition, they will need to make the lifeguard rotation each day, make sure lifeguards are completing opening and closing jobs, and they will need to perform swim tests during their shift. This position requires you to learn how to do water chemistry pool tests, ensure that the facility including restrooms are kept clean, and oversee the organization of pool birthday packages. They will need to take directions from the Aquatics Supervisor as well as the Assistant Aquatics Supervisor and complete all other assigned tasks. At times and when both the Aquatics Supervisor and Assistant Aquatics Supervisor are present the head lifeguard will be required to enter the staff rotation and lifeguard or oversee slide operations to fill in staffing holes to ensure that facility is run safely and effectively. Head guards must have at least two years' experience as a lifeguard and must be lifeguard, CPR/AED, and first aid certified before the start of the season.

Lifeguard

Lifeguards will enforce all pool rules to patrons. Lifeguards are required to clean the entire facility, including pools, deck areas, first aid room and bathrooms. This position requires a team player and someone who can communicate firmly and tactfully with the public. They must be able to sit on a stand for up to 8 hours total. They will need to take direction from the Aquatics Supervisor, Assistant Aquatics Supervisor, and Head Lifeguards while completing all assigned tasks. Lifeguards must be lifeguard, CPR/AED, and first aid certified before the start of the season.

Front Desk Attendant

This position requires good financial handling, customer service skills, and organization. All Front Desk Attendants are required to keep the complex lobby and desk area organized and clean, including the bathrooms. They will need to lift at least 50 pounds and be able to restock shelves. Front Desk Attendants must be knowledgeable in basic computer programs including excel and word. They are required to be knowledgeable of all pool rules and information as it relates to Menlo Aquatic Center membership, programs, daily passes and activities to fully answer patron questions. They will need to take direction from the Aquatics Supervisor and Front Desk Supervisor as well as the Assistant Aquatics Supervisors and complete all assigned tasks. They must have CPR/AED and first aid certifications before the start of the season.

Front Desk Supervisor

This position requires excellent customer service skills, organization, and the ability to multitask and communicate effectively with peers and patrons of the facility. They must be knowledgeable of the MyRec system, Excel, Goggle Docs, as well as Perkasio Borough, Parks and Recreation, and specifically Menlo Aquatics Center information. They must be able to explain and enforce all rules and regulations to patrons upon arrival to ensure a safe environment. They train and oversee the front desk attendants as well as working alongside them daily. This position will need to take directions from the Aquatics Supervisor as well as Aquatic Facilities and Program Manager. When the Aquatics Supervisor is not present they oversee all financial reporting as well as work with the Assistant Aquatics Supervisors to oversee staff and facility cleanliness. Requires at least two years financial and customer service experience and must have CPR/AED and first aid certifications before the start of the season.

All Aquatic Staff

All Menlo Aquatic staff will assist in enforcing all pool rules for patrons, keeping the aquatic complex safe and clean, including deck areas, first aid room and bathrooms, and assist with activities. Staff positions require a team player and someone who can communicate firmly and tactfully with the public and cooperatively with other staff.