

Seasonal Pool Attendant* Position Description

Position Information		
Min/Max Hours per week: 15-30	Conditions for Overtime: Only in emergencies	Seasonal/Cyclic: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Work Schedule: Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>		Pay Range: \$12-\$15/hr
Incumbent's Name (If filled position):	Address Where Position Is Located: Birch Bay Village Pool 8195 Cowichan Rd., Blaine WA 98230	
Department: Recreation Center	Supervisor's Name and Title: Pool Supervisor or Recreation Center Supervisor	
Position Objective		
Purpose of the position and how it supports the BBVCCs mission		
The Birch Bay Village goal is to have a dynamic, fun, laid back recreational community in which all members of the community feel welcome and enjoy the quality of life offered here. One of the ways in which we accomplish this is through managing a variety of amenities. Within the pool facility, this directly translates into providing excellent customer service through pool facility maintenance, rule enforcement and event support (pool parties, swim lessons, etc.).		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks and underline the essential functions.		
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.	
50%	Duty: Customer Service Tasks include: <ul style="list-style-type: none"> • Assist members with amenity usage, including, but not limited to: <ul style="list-style-type: none"> ○ In person and phone service – answering questions and providing directions (when applicable) regarding pool amenity usage ○ Answering/returning phone calls in a timely manner ○ Ensuring pool fees current through fob verification ○ Reporting and resolving (if applicable) any pool related issues reported by members or guest to supervisor. ○ Rule enforcement 	
25%	Duty: Facilitate the maintenance of the pool Tasks include: <ul style="list-style-type: none"> ○ Ensure proper pool testing twice daily (when assigned by supervisor) ○ Follow processes and procedures for treating the pool ○ Report any major maintenance issues to supervisor ○ Assist with the setup of the pool season ○ Completion of daily cleaning and task list to ensure codes of Whatcom County and Birch Bay Village are met ○ Monitoring of occupancy levels 	
25%	Duty: Facilitate fun at the pool	

	Tasks include: <ul style="list-style-type: none"> ○ Assist with events such as pool parties, assist with aerobics (as needed or requested) and teach swim lessons ○ Creating & preserving a welcoming atmosphere through positive member & guest engagement and interaction
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Lead Work/Supervisory Responsibilities

Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supervisory Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , list each direct report below.	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Assigns Work</td> <td><input type="checkbox"/> Instructs Work</td> <td><input type="checkbox"/> Checks Others' Work</td> </tr> <tr> <td><input type="checkbox"/> Plans work</td> <td><input type="checkbox"/> Evaluates Performance</td> <td><input type="checkbox"/> *Takes Corrective Action</td> </tr> <tr> <td><input type="checkbox"/> *Hires</td> <td><input type="checkbox"/> *Terminates</td> <td></td> </tr> </table> (*Has the authority to effectively recommend these actions.)	<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work	<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	
<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work								
<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action								
<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates									

Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms.](#)

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Additional information that clarifies this position's interactions with others to accomplish work:
 Position is routine and is expected to require limited direction/supervision provided a pre-established schedule is documented and followed. Expectation is that staff works entire scheduled shift and completes daily routine items. Once the recreation center is closed or shift coverage has arrived staff is free to clock out, should additional work not be planned for/mutually agreed upon ahead of time. Full communication with supervisor for outlier situations is expected.

Working Conditions

Work Setting, including hazards:	Use of cleaning and pool chemicals.
Schedule (i.e., hours and days):	Flexible provided there is availability on weekends. In general, work is daily, flexible, and during normal operating hours (8:30-7pm). Additional evening/weekday hours may be assigned when planned for/mutually agreed upon ahead of time
Travel Requirements:	None – car provided within the Village
Tools and Equipment:	Provided
Customer Interactions:	Daily
Other:	Benefits include PTO, Sick Time

Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:
 Attention to detail * Able to work with limited direction * Competent swimmer with the ability to swim the length of the pool
 *Comfortable working with young children (for swim lessons)

Preferred/Desired Core Competencies:
 Forward thinking * Community Focused * Mission oriented * Values others/teamwork * Adaptable * Communicative

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Pass background check

In-Training Plan, If Applicable

Training by Team Lead and/or Supervisor

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
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Date:	General Manager Signature (required):
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As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only			
Approved Class Title:	Class Code:	Salary Range:	Effective Date:
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:
County Code:	Business Area:	Personnel Area (FEIN):	
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature	

Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	