



JOB OPENINGS

(Updated 5-13-09)

*All applications are subject to a Criminal Background Investigation & Driving Abstract.
Unless otherwise noted, all positions are open until filled.*

**** Submit completed applications to ****

**Groveport Parks & Recreation Department
7370 Groveport Road
Groveport, OH 43125
(614) 836-1000**

FULL-TIME/PROFESSIONAL:

No positions at this time.

PART-TIME/SEASONAL:

Position: **LIFEGUARD**

Classification: Recreation Leader I and II

Rate of Pay: \$7.30 - \$12.40/hr. (starting pay is \$7.30/hr.)

Direct Supervisor: Aquatics Manager

Indirect Supervisor: Manager-On-Duty, Assistant Aquatics Manager, Head Lifeguard

- Safeguards and regulates the conduct of patrons to prevent unsafe practices and accidents; is alert to bathers in distress and avoids conversations with general public or other distracting influences
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Performs rescues and appropriate first aid
- Actively participates in in-service training sessions.
- Assists Head Lifeguards with maintenance and preparation of daily records relating rescues, assists, first aid, weather conditions, maintenance and sanitation.
- Assists in the overall maintenance of the aquatic centers.
- May be assigned to the following positions as needed: Swim Instructor, Pool Maintenance and other as directed.
- Provides outstanding customer service
- Performs other duties as required
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Maintains necessary American Red Cross Certifications and Licenses

Position: **POOL MAINTENANCE**

Classification: Recreation Leader I & II

Rate of Pay: \$7.30 - \$12.40/hr. (starting pay is \$7.30/hr.)

Direct Supervisor: Aquatics Manager

Indirect Supervisor: Assistant Aquatics Manager, Head Lifeguard

- Cleans and maintains pools as directed, including but not limited to: gutters, walls, floors, diving boards, play structures, landscaped beds, restrooms, parking lots, etc
- Operates and maintains equipment, including but not limited to: skimmers, pool vacuums, hand tools, mops, brooms, shovels, etc.
- Inspects equipment before operating
- Reports malfunctioning equipment to supervisor
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Provides outstanding customer service
- Picks up debris/garbage

- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Performs other related duties as required

Position: **SWIM INSTRUCTOR**
 Classification: Recreation Leader I and II
 Rate of Pay: \$9.32 - \$12.40/hr. (starting pay is \$9.32/hr.)
 Direct Supervisor: Aquatics Manager, Swim Lesson Coordinator
 Indirect Supervisor: Manager-On-Duty

- Instructs proper swimming, diving and water safety techniques to registered patrons in a structured and fun atmosphere
- Explains and demonstrates the uses of water safety supplies and equipment
- Safeguards and regulates the conduct of patrons to prevent unsafe practices and accidents; is alert to bathers in distress and avoids conversations with general public or other distracting influences
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Performs rescues and appropriate first aid
- Actively participates in in-service training sessions.
- Assists Swim Lesson Coordinator with maintenance and preparation of daily records relating to attendance, patron skill levels, rescues, assists, first aid, weather conditions, maintenance and sanitation.
- Assists in the overall maintenance of the aquatic centers.
- Provides outstanding customer service
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Performs other duties as required
- Maintains necessary American Red Cross Certifications and Licenses

Position: **FACILITY SUPERVISOR**
 Classification: Recreation Leader III
 Rate of Pay: \$9.19 - \$14.08 (starting pay is \$9.19/hr.)
 Direct Supervisor: Facilities Manager
 Indirect Supervisor: Manager-On-Duty

- Supervises operations and PT/Seasonal staff at facilities
- Maintains general order, security and cleanliness at facilities
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Routinely inspects the facility and surrounding areas to ensure proper use and scheduling of facilities
- Investigates complaints and reports them to Manager-On-Duty
- Prepares daily reports as required
- Provides First Aid/CPR as necessary
- Assists in the cleaning and proper maintenance of the facilities
- Sets up and tears down tables, chairs and other related equipment throughout the facilities
- Assists other staff in all areas of building operations
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Assists in the planning, supervision and implementation of programs, classes, special events, leagues, etc.
- Provides outstanding customer service
- Provides facility tours
- Assists with coordination and room set up regarding rentals, birthday parties, meetings, etc.
- Communicates issues and concerns to Facilities Manager and Manager-On-Duty including but not limited to mechanical, plumbing, electrical, vandalism, patron misbehavior, theft, staffing, equipment, etc.
- Activate "Emergency Action Plan" as necessary and coordinate all efforts with full-time staff members
- Assists in the securing and reporting of daily income receipts

Position: **FITNESS CENTER ATTENDANT**
 Classification: Recreation Leader I and II
 Rate of Pay: \$7.30 - \$12.40/hr. (starting pay is \$7.30/hr.)
 Direct Supervisor: Sports/Fitness Manager
 Indirect Supervisor: Manager-On-Duty, Facility Supervisor

- Assists patrons with the proper use of fitness related equipment (orientations)
- Conducts fitness orientations and administers test to 13 & 14 year olds
- Monitors 1st & 2nd floor fitness center areas, including track, group fitness studio & gymnasiums

- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Knowledge of all activities within the Groveport Recreation Center
- Cleans and maintains fitness equipment, fitness center and all related equipment (including floors, windows, TVs, desks, tables, mirrors, etc.)
- Performs opening and closing procedures, including, but not limited to: turning on/off TVs, providing equipment cleaning towels and cleaning spray bottles, racking of weights, etc.
- Cleans towels and rotates towels as needed
- Refills spray bottles with cleaning solution
- Posts bulletins and signage
- Inspects fitness equipment daily; documents and reports malfunctioning equipment to Sports/Fitness Manager
- Performs minor equipment repairs
- Performs First Aid/CPR as needed
- Maintains accurate records (patron counts, maintenance records, accidents/injuries, discipline)
- Checks out basketballs, volleyballs, soccer balls, etc. to patrons
- Provides outstanding customer service
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Performs other related duties as required

Position: **FRONT DESK ATTENDANT**
 Classification: Recreation Leader I and II
 Rate of Pay: \$7.30 - \$11.33/hr. (starting pay is \$7.30/hr.)
 Direct Supervisor: Clerk and Facilities Manager
 Indirect Supervisor: Manager-On-Duty, Facility Supervisor

- Collects fees, dispenses change & tickets, receipts, rain checks, products, etc.
- Enrolls patrons into programs
- Processes membership applications and contracts; monitors member check-in (scan)
- Monitors security cameras
- Maintains filing system
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Answers phones and provides accurate information; transfers calls to appropriate staff persons
- Provides outstanding customer service
- Maintains accurate fiscal records
- Assists in overall operation of facilities
- Maintains lobby and performs other minor maintenance/cleaning duties
- Makes copies; updates flyer racks
- Makes announcements over public address system as directed
- Provides facility tours
- Provides First Aid/CPR as necessary
- Communicates concerns to Facility Supervisor/Manager-On-Duty
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Performs other related duties as required

Position: **PROGRAM SUPERVISOR (Adult Softball & Youth Soccer Supervisors)**
 Classification: Recreation Leader III
 Rate of Pay: \$9.19 - \$14.08/hr. (starting pay is \$9.19/hr.)
 Direct Supervisor: Various Management Staff
 Indirect Supervisors: Manager-On-Duty

- Assists management staff in the hiring, training, supervising and evaluating of Recreation I & II positions, as well as volunteers for specific programs
- Maintains general order, security and cleanliness at facilities
- Organizes, promotes, teaches and conducts a variety of recreational activities catering to different age groups and varying degrees of skill levels. Such programs/activities may consist of arts & crafts, story-telling, puppetry, athletics, outdoor recreation programs, games, dance, shows, socials, festivals, drama, nature study, special events, etc.
- Completes reports, lesson plans and program evaluations as directed
- Consults with management staff regarding specific program goals and objectives
- Explains and demonstrates the uses of supplies, equipment and teaching techniques
- Assists patrons in the development of their skills in the program

- Assists in the presentation of community wide events
- Provides First Aid/CPR as necessary
- Assists in the cleaning and proper maintenance of the facilities
- Sets up and tears down tables, chairs and other related equipment throughout the facilities
- Knowledgeable of all department policies, procedure, rules, regulations, etc.
- Performs minor equipment repairs
- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards
- Provides outstanding customer service
- Performs other related duties as required