

# **BOROUGH OF CARLISLE**

## **EMPLOYMENT OPPORTUNITY**

---

*The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.*

### **JOB DESCRIPTION**

Class Title: Admission/ Waterslide Attendant  
Department: Parks and Recreation  
Location: Carlisle Community Pool, 1236 Franklin Street

### **GENERAL PURPOSE**

Perform routine public contact and maintain pool patron relations through a variety of related services including pool admissions, and waterslide operations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Recreation/Pool Manager and Assistant Pool Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (ADMISSION)**

- Collect daily admission fees and other miscellaneous fees associated with pool usage.
- Scan and monitor seasonal pool passes upon entry.
- Enter all transactions accurately into the admission desk cash register.
- Ensure patrons are of proper age without chaperones when entering the pool.
- Enforce penalties of those ejected from the pool as directed by the Pool Manager.
- Answer the telephone with a clear and polite greeting.
- Make public address announcements to inform patrons of vital information and to page needed patrons to the front desk area.
- Issue recreation equipment for use in the activity area; issue lifejackets for use in the pool area and record information according to pool policy.
- Maintain order and cleanliness in the front office area.
- Clean the bathhouse including but not limited to the following tasks; monitor bathhouse area for trash, stock facility with paper goods, collect and dispose of trash from bathhouse, clean counters and general office area, vacuum and mop floors.
- Address all minor rule infractions occurring in the bathhouse area, and refer all other major situations to the Manager on Duty.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (*WATERSLIDE*)**

- Enforce all waterslide rules.
- Make sure the “landing zone” is clear before allowing the next slider to proceed.
- Manage patron conduct on the waterslide, and refer any unresolved conduct problems to the Manager on Duty.
- Press the emergency shut off to power the slide down in the case of a water emergency at the slide
- Prevent any further sliders to go down the slide if there is a water rescue elsewhere in the pool, until the water rescue has been dealt with and the lifeguards are back in position.

## **PERIPHERAL DUTIES (*ADMISSION AND WATERSLIDE*)**

- Ensure a friendly, professional, customer-service oriented environment for all pool patrons.
- Complete and submit required records and reports for all accidents and incidents.
- Attend and participate in staff trainings.
- Promote interest and provides information regarding the Carlisle Community Pool and related aquatic programs to the general public.
- Notify Manager on Duty immediately of any facilities that have been vandalized or of any equipment that is in improper working condition.
- Notify Manager on Duty immediately of any unsafe or hazardous conditions (i.e. broken tile, slide damage, bleach spills, etc.).
- Perform other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Any equivalent combination of education and experience demonstrating the ability to perform the job.

### Necessary Knowledge, Skills and Abilities:

- Some knowledge of equipment, materials and supplies used in a municipal pool operation.
- Some knowledge of first aid and applicable safety precautions.
- Skill in operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment properly and safely.
- Ability to understand and follow instructions.
- Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- Ability to arrive to work on time and be ready to begin work at the start of their shift.

## **SPECIAL REQUIREMENTS**

- Valid PA driver's license or the ability to obtain one upon hire; or a reliable means of transportation.
- Valid Child Abuse Clearance (need prior to first day of work).
- Valid Criminal Background Clearance (need prior to first day of work).
- Valid FBI Fingerprint Clearance (need prior to first day of work).
- Child Protective Services Disclosure Statement for Provisional Employment.
- Mandated Reporter Training certificate (current within 5 years)
- Clearances from other employers or are valid for 5 years after date of completion.

## **PHYSICAL DEMANDS**

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

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.