

## SUMMER EMPLOYMENT OPPORTUNITIES

THE CITY OF IOLA is now accepting applications for the following seasonal positions for summer 2017:

Pool Manager, Morning Work Manager or Head Swim Team Instructor  
Qualified applicants must be at least 18 years old. Apply by March 24<sup>th</sup>.

Cashier or Swim Lesson Instructor  
Qualified applicants must be at least 14 years old. Apply by March 24<sup>th</sup>.

Lifeguards  
Qualified applicants must be at least 15 years old. Apply by March 24<sup>th</sup>.

Slide Attendant, Assistant Swim Team Instructor, Concession Stand Worker, Umpire or Score Keeper  
Qualified applicants must be at least 16 years old. Apply by March 24<sup>th</sup>.

Swim Lesson Coordinator or Ball Field Maintenance Worker  
Qualified applicants must be at least 18 years old. Apply by March 24<sup>th</sup>.

Pre-employment drug screen and background check required. Seasonal job application forms are available at the Recreation Office or the City Clerk's Office. EEO / ADA

All pool personnel hired for the summer are hourly workers. All employees are expected to work throughout the entire operating season if needed, even special holidays (i.e. Memorial Day & 4<sup>th</sup> of July) and complete training before the season begins. The pool is open every day of the week. Employees may be scheduled for various hours throughout the workday. Depending on the position, an employee may be scheduled to work during morning work (7:00-8:00am), swim team (8:00-9:30am), swim lessons (8:30am-12:00pm), adult swim (12:00-1:00pm or 7:00-8:00pm), open swim (1:00-8:00pm), pool party (7:00-9:00pm), night work, swim meets, water exercise classes, in-service meetings, etc. as scheduled. Every employee will be scheduled throughout the season to complete morning work and night work. All employees are paid biweekly, every other Friday.

Below are brief descriptions of the positions available, full job descriptions are available upon request. Workers may be scheduled to work more than one position: a cashier or concession stand worker may also be scheduled to work as a slide attendant or a lifeguard may also be scheduled to work as a concession stand worker.

**Pool Manager** will supervise the pool staff. Maintain correct pool water chemical balance and correct water level. Enforce all pool policies and regulations. Handle customer complaints and concerns professionally. Recognize and respond effectively in all emergencies. Proper recording and entry of the cash register. Complete all paperwork duties as assigned.

**Morning Work Manager** will supervise the morning pool staff. Maintain correct pool water chemical balance and correct water level. Enforce all pool policies and regulations. Handle customer complaints and concerns professionally. Recognize and respond effectively in all emergencies. Proper recording and entry of the cash register. Complete all paperwork duties as assigned.

**Head Swim Team Instructor** must have basic knowledge of the swim team by-laws. Properly train swim team participants the proper skills set within the by-laws. Conduct practices in an orderly manner. Attend and travel to all home and away swim meets per the schedule. Supervise Assistant Swim Team Instructor and participants during practices and meets. Complete all paperwork duties as assigned.

**Cashier** will maintain order at the check-in window. Proper recording and entry of the cash register. Be sincere, alert, ambitious and polite to all customers. Administer proper basic first aid to patrons. Complete all paperwork duties as assigned.

**Swim Lesson Instructor** must have basic knowledge of the swim lesson program. Be professional and have a positive attitude toward the student throughout the lessons.

**Lifeguard** must complete lifeguard training with a Red Cross Instructor. Guard and ensure the safety of all patrons within the enclosure of the pool. Be alert and attentive at all times. Enforce all pool policies and regulations. Recognize and respond effectively in all emergencies. Complete all paperwork duties as assigned.

**Slide Attendant** makes sure all sliders follow the rules and guidelines for the slide. Be alert and attentive at all times. Recognize and respond effectively in all emergencies. Complete all paperwork duties as assigned.

**Assistant Swim Team Instructor** works productively with the Head Swim Team Instructor to make sure all duties are completed as assigned.

**Concession Stand Worker** will maintain order in the concession stand. Proper recording and entry of the cash register. Be sincere, alert, ambitious and polite to all customers. Keep shelves and coolers stocked and the concession area clean and orderly. Complete all paperwork duties as assigned.

**Swim Lesson Coordinator** will supervise the swim lesson staff. Must have basic knowledge of the swim lesson program. Train swim lesson instructors the proper skills set within the lesson program. Enforce all pool policies and regulations. Handle customer complaints and concerns. Recognize and respond effectively in all emergencies. Complete all paperwork duties as assigned.

**Ball Field Maintenance Worker** will be responsible for general maintenance of ball fields and recreation building. Mowing and weed-eating of athletic and ball fields. Have the ability to complete duties independently. Have the ability to lift up to 50 pounds frequently. Complete all duties as assigned.

All umpires or scorekeepers are contracted workers. All umpires and scorekeepers are expected to work throughout the entire ball season as needed. Ball games are scheduled for week nights throughout May, June and July. Ball games are scheduled to begin around 6:00 pm and end around 9:30 pm. Employees are paid by council meeting dates, the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.

**Umpire** will make sure games are started on time. Must have basic knowledge of the league rules. Maintains order at the ball field and control of the game. Enforces all policies and regulations for the league assigned. Handles complaints and concerns professionally.

Bittyball and Pixie League Umpire will be responsible for feeding the ball into the pitching machine.  
PeeWee and Pigtail League Field Umpire may pitch the ball as needed per the rules.

**Score Keeper** will assist the umpire in keeping proper records of the game in the scorebook. Proper recording on the score board, if there is a score board at the field assigned. Be alert and attentive at all times.