



# YMCA of Reading and Berks County

## Job Posting

Title: **Pool Office Staff**

Req #: 18-009

Location: Adamstown

Status: Part Time Seasonal, Hours Vary

### **POSITION SUMMARY:**

Plans, directs and coordinates activities at the community pool. Processes time sheets and is in charge of scheduling. This is a seasonal, part-time position.

### **ESSENTIAL FUNCTIONS:**

1. Follows directions from the Pool Manager.
2. Record and organize accurate records concerning attendance, accident reports, chlorine readings, and schedules.
3. Handle routine disciplinary issues and communicate with the Branch Executive when necessary.
4. Handles daily maintenance of pool.
5. Monitor pool, equipment, locker rooms, patrons, and staff in order to maintain a safe environment.
6. Plans pre-season and in-service training sessions and participate in life-saving skill practices.
7. Enforce all aquatics facility rules, policies, and procedures.
8. Ensures successful facility set-up and break down on a daily basis.
9. Maintain communication with Swim Team Coaches concerning scheduling, equipment storage, and pool use

### **QUALIFICATIONS:**

1. Minimum age of 16.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen.
3. Current YMCA Lifeguard or equivalent.
4. Ability to maintain certification-level of physical and mental readiness.
5. Must demonstrate lifeguard skills in accordance with YMCA standards.
6. 1 Year aquatic experience required.

### **Physical Demands:**

1. Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility. Remain alert with no lapses of consciousness.
2. Meet strength and lifting requirements.
3. See and observe all sections of an assigned zone or area of responsibility.

**To apply for this position, please send your resume to: [careers@ymca-berkscounty.org](mailto:careers@ymca-berkscounty.org) and indicate the job title AND Req # of the position in the subject line of the email.**

For more information about the Reading and Berks County YMCA please visit our website!

[www.ymca-berkscounty.org](http://www.ymca-berkscounty.org)

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