



RECREATION AND FITNESS RESOURCES JOB DESCRIPTION

POSITION TITLE: Weekend Manager
POSITION TYPE: Part Time, Full Time Option
SUPERVISOR: Program Director

POSITION SUMMARY

The Weekend Manager is responsible for safe and efficient operations of the Bayfield Recreation Center on Saturday's and Sundays, additional hours available during the week. Testing and routine maintenance for pool and hot tub, cover breaks for front desk and Lifeguards as needed. Set-up and take down of events and rental groups. They are expected to facilitate a safe and positive environment while providing excellent customer service, including and especially in the pool.

QUALIFICATIONS

- Current American Red Cross Lifeguard certification (1 Year)
- Current American Red Cross CPR/AED/FA for Professional Rescuer
- The ability to work cooperatively with the public and employees in promoting good public relations and a safe, positive environment.
- Ability to supervise activities of other people, give directions, and enforce RFR policies.
- The ability to sit, stand, and walk around frequently and lift up to 25 pounds. Must be able to perform physical ability requirements according to Lifeguard certification standards. Reasonable accommodations may be made to enable individuals to perform essential functions.
- Certified Pool Operator certification

DUTIES AND RESPONSIBILITIES

- Along with the Lifeguard on duty, ensure water safety.
- Provide excellent customer service at the front desk.
- Handle all customer interactions in person and over the phone, including leaving quality message for other staff as necessary.
- Complete daily tasks at the desk including facility use totals, checking for expired memberships, completing daily finance sheets, and other assigned tasks.
- Perform daily facility checks including recording pool and hot tub controller readings, testing pool and hot tub chemicals daily, replacing CO2 tanks as needed.
- Document and report incidents, injuries, complaints, broken equipment, etc as necessary in accordance with RFR policies and procedures.
- Abide by and uphold all RFR policies and procedures.
- Provide a safe and fun environment.
- Maintain a high level of professionalism and a positive attitude.
- Assist in maintaining a clean, safe, and well-maintained facility.



- Attend periodic in-service trainings.
- Set-up and take down for classes, activities, and rental groups.
- Open and Close the Building, ensure access ways are open
- Perform any and all other duties and responsibilities as assigned.

COMPENSATION

- Hourly wage depending on experience and performance, beginning at \$14/hr
- Individual membership to the Bayfield Area Recreation Center (can be upgraded to a family membership by paying the difference)