



Department: St. Mary's County Recreation and Parks
Division: Aquatics
Position: Office Aide II (Front Desk)
Position #: 51115
Rate: \$16.00 p/hr
Job Location: Great Mills Swimming Pool, Great Mills, MD
Hours: Part time, varies Monday-Sunday

Supervision:

Supervisor: Program Coordinator / Pool Manager

Supervises: lifeguard staff (if coordinator and manager are not on duty)

General statement of duties:

This position will primarily serve as a front line/desk office aide to the coordinator and pool manager.

Essential Responsibilities:

- To help maintain the safety of patrons while they are using the pool facilities.
- To deliver and maintain professional customer service skills at all times.
- Assists with the day to day front desk operation processes.
- To keep lifeguard staff to task with their duties when called to, due to absence of coordinator and manager.
- Help staff maintain cleanliness of the pool area and the bath house while on shift.
- Upholds policies, procedures, standards and code of conduct.
- Participates in staff meetings, trainings and special events as scheduled.

Job Specifications:

Minimum Qualifications:

51115 / R13/1 Must be 21 years of age and must be in good health.

Required Skills/Abilities

- Must be proficient in computer operations and programs i.e. Word, excel and must be a quick learner for new applications.
- Should have some skills in troubleshooting computer glitches and customer issues / complaints.
- Must have excellent customer service skills.
- Must remain in good physical health
- Ability to be flexible in schedule and personal objectives
- The ability to relate to fellow employees and patrons in a positive way.

Additional Requirements

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a CPS check.

Physical Requirements

While performing the duties of the Office Aide the employee is required to remain in good physical condition in order to sufficiently perform the duties of the position. Some physical manual labor will be involved, i.e. cleaning, light to moderate lifting.

Benefits to working for Recreation and Parks:

- Health and sick leave benefits may be provided for employees working required total hours.
- The opportunity to enhance the recreation needs and enjoyment of the community while maintaining safety measures for all involved.
- Provides an opportunity to be part of a team for the greater good of others, by helping promote community fitness through aquatics.

Site Locations:

Wellness & Aquatics, Leonardtown and/or Great Mills Pool, Great Mills

To Apply:

Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact:

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