

ARCATA COMMUNITY POOL
PROGRAM COORDINATOR
JOB DESCRIPTION AND APPLICATION DETAILS

QUALIFICATIONS

- American Red Cross Lifeguarding-Community First Aid and Safety, CPR/AED for the Professional Rescuer or equivalents
- Minimum one year experience in pool supervision / management
- Demonstrated ability to work with others and the public.
- Excellent communication and leadership skills.
- Ability to perform various office skills including business tasks.

RESPONSIBLE TO

Arcata Community Pool Director

GENERAL RESPONSIBILITIES

1. The Program Coordinator will work directly with the ACP Director to manage the staff and facility.
2. Daily / routine duties include:
 - a. Supervision of cashiers, supervisors and lifeguards.
 - b. Working with the Director on creating and monitoring of daily staff schedule.
 - c. Providing customer service as needed.
 - d. Monitor and resolve facility condition and cleanliness issues.
3. Additional duties include:
 - a. Assist the Director with financial management duties as needed.
 - i. Includes cash handling, daily reconciliations, data entry.
 - ii. Includes data entry for invoices and payables.
 - b. Assist with training and orientation of new staff.
 - c. Assist with computer tasks, marketing, and other management as needed.
4. The Program Coordinator will work shifts as needed or be responsible for finding substitutes in emergency situations.
5. Other duties as assigned by the management.

ESSENTIAL FUNCTIONS

The ability to communicate and work in groups and with the public.

Must be able to perform lifeguarding skills.

Visual and auditory ability to identify and respond to hazards.

Must be able to lift a minimum of 30 pounds.

Desktop computer skills.

WORK SCHEDULE

Approximately 20 – 30 hours per week based on business and seasonal needs.
Additional hours are possible in the future.

COMPENSATION

\$18 - \$24 DOE

APPLICATION DETAILS

- Cover letter, resume, copies of current certifications and ACP application form.
- Electronic submissions encouraged:
 - Email to acpgm@suddenlinkmail.com
 - Mail to Attn: General Manager, 1150 16th Street, Arcata, CA 95521
- First review August 21.
- Position open until filled.

ARCATA COMMUNITY POOL

North Humboldt Recreation & Park District

1150 16th Street, Arcata, CA 95521 Phone (707) 822-6801

Employment Application

FULL NAME _____

PHONE _____ E-MAIL _____

LOCAL ADDRESS _____

PERMANENT ADDRESS (IF DIFFERENT) _____

DRIVER'S LICENSE # _____

OTHER TYPES OF WORK YOU WOULD CONSIDER _____

OF HOURS YOU WOULD LIKE TO WORK _____

ARE YOU LEGALLY ENTITLED TO WORK IN THE U.S. _____

HIGHEST LEVEL OF EDUCATION: _____

RELATED EXPERIENCE:

1. JOB TITLE _____ SUPERVISOR _____ PHONE _____

COMPANY NAME _____ LENGTH OF EMPLOYMENT _____

2. JOB TITLE _____ SUPERVISOR _____ PHONE _____

COMPANY NAME _____ LENGTH OF EMPLOYMENT _____

3. JOB TITLE _____ SUPERVISOR _____ PHONE _____

COMPANY NAME _____ LENGTH OF EMPLOYMENT _____

OTHER EXPERIENCE: _____

REFERENCE:

1. NAME _____ PHONE _____ RELATION _____

2. NAME _____ PHONE _____ RELATION _____

3. NAME _____ PHONE _____ RELATION _____

DO YOU HAVE ANY PHYSICAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE
JOB(S) FOR WHICH YOU ARE APPLYING? _____ IF YES, PLEASE DESCRIBE _____

CERTIFICATIONS/RELATED TRAINING (EX. LIFEGUARD, CPR, WSI, EMT...ETC)

1. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

2. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

3. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

4. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

5. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

6. CERTIFICATION _____ AGENCY _____
ORIGINAL TRAINING DATE _____ EXPIRATION DATE _____

CERTIFICATION- UNDER THE PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDE ON THIS FORM IS TRUE, CORRECT, AND COMPLETE.

SIGNATURE _____ DATE _____