

Shore Aquatic Center

Party Crew

NATURE OF WORK: Under the direction of the Aquatics Manager, Welcome Desk Coordinator and Party Crew Supervisor, Party Crew will provide a quality programming experience for patrons of all ages and abilities at the Shore Aquatic Center. Swim Aides work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Party Crew. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist in setup and tear down of party rentals
2. Assist in inventory and creation of goody bags for parties.
3. Order day of food for parties that have pre-paid in a timely manner so food will arrive during party.
4. Enforce and educate party participants about facility rules and reasons for them.
5. Communicate with the Head Guard when parties will be swimming during rentals, stay in party room when party group is using swimming pools to ensure patrons personal items are safe.
6. Answer questions related to party rentals including policies and procedures, fees, themes, and general questions in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
7. Attend trainings and staff meetings as assigned.
8. Maintain current certification in FA/CPR
9. Work Special Events as needed.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Party Crew work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Party Crew must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

MINIMUM REQUIREMENTS:

- **Must be at least 15 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with party attendees of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to follow and give instructions.