



AQUATIC POSITION DESCRIPTIONS

The following is a general description of the types of positions available with the City of Gaithersburg Aquatics Division. The City operates the indoor Gaithersburg Aquatic Center and the outdoor Water Park at Bohrer Park. For more details or to complete an application, please visit the City's website at www.gaithersburgmd.gov or contact the Aquatics Administrative Office at aquatics@gaithersburgmd.gov or 301-258-6445.

LEVEL I POSITIONS	STARTING AT \$9.55 PER HOUR
POOL ATTENDANT – MINIMUM AGE: 14 AND BE A CURRENT 9TH GRADE STUDENT	
Entry Level Position. Pool Attendants are responsible for facility cleaning throughout the day and at closing, the enforcement of slide rules, greeting guests and checking bags at the front gate, answering the phone, general customer service, and all other tasks as assigned. Basic swimming skills, a desire to become a Lifeguard and some work experience as a volunteer or participant in one or more recreation activities is preferred.	
LEVEL II POSITIONS	STARTING AT \$9.72 PER HOUR
CASHIER INTERN – MINIMUM AGE: 15	
Cashier Interns provides support to the cashier on duty. Cashier Interns are expected to be comfortable with making change without the use of a calculator, have prior experience in a customer service position, and possess the ability to interact courteously with patrons. While at the intern level, cashiers will learn how to operate computerized cash registers and registration systems, and become informed about the City's Aquatics programs and policies.	
INSTRUCTOR AIDE – MINIMUM AGE: 15	
Instructor Aides assist with the instruction of Swimming Lessons to children and/or adults. Instructor Aides may be training to become a Swim Instructor, or assisting another instructor with a class. Applicant should possess strong swimming skills and the ability to communicate effectively with others.	
PARTY ASSISTANT – MINIMUM AGE: 14	
Party Assistants are responsible for the smooth operation of hosted parties at the indoor pool. The party person is responsible for communicating with the manager on duty and party guests, playing games in the water with party guests, preparing and cleaning up the area after the party, emptying all party trash, as well as other duties as assigned. Basic swimming skills and some work experience as a volunteer or participant in one or more recreation activities is preferred.	
LEVEL III POSITIONS	STARTING AT \$10.30 PER HOUR
CASHIER – MINIMUM AGE: 16	
Must have 2 years pool aide, customer service, cash handling, or equivalent experience. Cashiers are responsible for the intake of money, the supervision and cleanliness of the admission areas, as well as other duties as assigned. Must be comfortable making change without the use of a calculator, working with computers, and dealing with the public tactfully in a sometimes quick-paced and stressful environment. Cashiers are responsible for their money at all times while on duty and report directly to the Finance Manager or Facility Manager, where applicable.	
LIFEGUARD – MINIMUM AGE: 15	
Entry level position. Lifeguards are responsible for the safety and well being of all of the people who use our facilities. Duties include rule enforcement, preventing accidents, dealing with emergencies, facility cleaning throughout the day and at closing, and guest relations. Must hold and maintain a current Lifeguard certification, CPR for the Professional Rescuer and First Aid from the American Red Cross, or other approved agency. Must pass a skills test before being hired, and attend in-service training throughout employment.	
LEVEL IV POSITIONS	STARTING AT \$10.75 PER HOUR
SENIOR CASHIER – MINIMUM AGE: 18 AND 2 YEARS JOB SPECIFIC EXPERIENCE	
Senior Cashiers are responsible for the intake of money, the cleanliness and supervision of the admission areas, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Senior Cashiers must demonstrate a strong knowledge of cashiering functions and strong leadership skills. Must be comfortable making change without the use of a calculator, working with computers, and dealing with the public tactfully in a sometimes quick-paced and stressful environment. Cashiers are responsible for their money at all times while on duty and report directly to the Finance Manager or Facility Manager, where applicable.	
SENIOR LIFEGUARD – MINIMUM AGE: 18 AND 2 YEARS JOB SPECIFIC EXPERIENCE	
Senior Lifeguards are responsible for the safety and well-being of all of the people who use our facilities. Duties include rule enforcement, preventing accidents, dealing with emergencies, facility cleaning throughout the day and at closing, guest relations, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff, attending and assisting in all in-service trainings, being available for last minute substituting, being available for swim lesson instruction, as well as other duties as assigned. Must hold and maintain a current Lifeguard certification, CPR/AED for the Professional Rescuer and First Aid from the American Red Cross, or other approved agency. Must demonstrate strong leadership skills and pass a skills test before being hired.	
LEVEL V POSITIONS	STARTING AT \$11.44 PER HOUR
POOL OPERATOR – MINIMUM AGE: 18 AND 2 YEARS JOB SPECIFIC EXPERIENCE	
Assists the Facility Manager and/or Senior Pool Operator in overall management of the swimming pool including water clarity, facility safety and cleanliness. Duties include leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Must hold and maintain a current Montgomery County Pool Operator's permit, Lifeguard certification, CPR/AED for the Professional Rescuer and First Aid from the American Red Cross, or other approved agency. The Pool Operator will maintain chemical balance and filter operation as well as create and supervise Lifeguard and Pool Aide rotations.	
SWIM INSTRUCTOR – MINIMUM AGE: 15	
Swim Instructor teaches swimming lessons to children and/or adults. Previous swim instruction, coaching experience or instructor training and attendance at in-service training throughout employment is required. Performs related duties as required including preparation, equipment pick-up, and facility cleaning as assigned. Certification in CPR for the Professional Rescuer from American Red Cross or equivalent is preferred.	

LEVEL VI POSITIONS	STARTING AT \$13.72 PER HOUR
SENIOR POOL OPERATOR – MINIMUM AGE: 19 AND 2 YEARS JOB SPECIFIC EXPERIENCE	
Senior Pool Operator is responsible for the overall management of the swimming pool including water clarity, facility safety and cleanliness. Senior Pool Operator will maintain chemical balance and filter operation as well as create and supervise Lifeguard and Pool Aide rotations and act as a liaison with other staff. Other duties include covering for the Manager in their absence, assigning, supervision and/or leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for staff, attending and assisting in all in-service trainings, being available for last minute substituting, as well as other duties as assigned. Must hold and maintain a current Montgomery County Pool Operator's permit, Lifeguard certification, CPR/AED for the Professional Rescuer and First Aid from the American Red Cross, or other approved agency.	
SENIOR SWIM INSTRUCTOR – MINIMUM AGE: 18 AND 2 YEARS JOB SPECIFIC EXPERIENCE	
Senior Swim Instructor teaches swimming lessons to children and/or adults, and performs related duties as required including preparation, equipment pick-up, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff. Senior Swim Instructors will attend and assist in all in-service trainings, be available for last minute substituting, as well as other duties as assigned. Certification in CPR for the Professional Rescuer from American Red Cross or equivalent is preferred.	
LEVEL VII POSITIONS	STARTING AT \$14.75 PER HOUR
MASTER INSTRUCTOR – MINIMUM AGE: 18 AND 4 YEARS JOB SPECIFIC EXPERIENCE	
Must hold and maintain certification in Water Safety Instructor (WSI) or have at least 4 years of instructional experience. Certification in CPR for the Professional Rescuer from American Red Cross or equivalent is preferred. Teaches swimming lessons to children and/or adults, and performs related duties as assigned, including preparation, equipment pick-up, leading crews in cleaning or other tasks as assigned, mentoring and setting a good example for new staff. Master Instructor is responsible for any necessary reports to The American Red Cross and supervision of other Instructors in the absence of the Facility Manager. Master Instructor will attend and assist in all in-service trainings, and be available for last minute substituting. Strong leadership qualities must be shown.	
LEVEL VIII POSITIONS	STARTING AT \$16.25 PER HOUR
FACILITY MANAGER (WATER PARK) – MINIMUM AGE: 21 OR 3 YEARS JOB SPECIFIC EXPERIENCE	
Facility Manager is responsible for the overall management of the entire facility including water clarity, facility safety and cleanliness, admissions, cash control, and any applicable programs. The Facility Manager will supervise the Pool Operator, Lifeguard, Instructor, Cashier and Pool Aide staff and act as a liaison with professional staff. Assists professional staff as needed. Facility Managers will be the day-to-day contact for group rental customers, and must be proficient with The City's computerized rental, registration, and cash register systems. Must hold and maintain a current Montgomery County Pool Operator's permit, Lifeguard certification, CPR/AED for the Professional Rescuer and First Aid from the American Red Cross or other approved agency. Facility Managers are responsible for creating staff schedules, ordering supplies, assisting in hiring, staff development, and the creation and administration of in-service trainings. Facility Managers must have problem solving skills, be able to work in a fast-paced environment and deal tactfully with staff and patrons.	
FINANCE COORDINATOR – MINIMUM AGE: 21 OR 3 YEARS JOB SPECIFIC EXPERIENCE	
This person is responsible for handling all monies that are received at the reception areas. Finance Coordinator must be proficient with computer use, able to do mathematical computations, and create records and reports. Duties include all record keeping, bank deposits, rain checks, and attendance figures, as well as other duties as assigned. Finance Coordinator interacts with rental customers, and is responsible for group bookings and contracts. Must be able to deal tactfully with the public and staff and have significant previous experience as a cashier or record keeper. Finance Coordinator assists with the overall operation of the facility and staff supervision. Finance Coordinator will work directly with the training and supervision of cashiers. This person is directly responsible to the professional staff.	
LIFEGUARD INSTRUCTOR/ INSTRUCTOR SUPERVISOR/ SWIM COACH	
This position is reserved for instructors with special skills or certifications who can teach unique or specialized courses (such as American Red Cross Lifeguard Training) deemed necessary or warranted by the professional staff.	



Visit the City of Gaithersburg website at www.gaithersburgmd.gov for more information on Lifeguard Training courses and Employment Opportunities.