

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca , NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Alex Haley Pool Staff

LOCATION: City of Ithaca - Alex Haley Pool

SALARY: Pool Supervisor: \$18-\$21/hour
Shift Supervisor: \$15.58-\$17/hour
Cashier: \$12-\$12.50/hour
Compliance: Adult positions - \$15.11
Teen positions - \$12.50

Pool Supervisor (2 positions): Responsible for the daily operations of the facility. Coordinate and implement in-service trainings and meetings. Oversee staff from the Youth Employment Services and other teen employment agencies. Handle all staff to staff and patron to staff conflicts. Assign a shift supervisor to act as a mentor for the teen employment staff. Follow up with teen staff agency representatives. Attend all pre-season meetings regarding teen employment worker.

Shift Supervisor (3 positions): Assist the Pool Supervisor in the daily operations of the facility. Assume all duties of the Pool Supervisor in their absence. Directly supervise teen employment staff. Meet with teen staff agency representatives on a regular basis and fill out all required paperwork in a timely matter.

Cashier (2 positions): Welcome patrons to the facility. Answer the phone and take messages. Handle all monies and operate the cash register and cash box. Keep accurate records of attendance through the cash register. Assist the supervisors in the completion of the Daily Log. Maintain a clean and secure office. Contact emergency personnel when required. Daily inventory of supplies and report to Program Coordinator.

Compliance (6 adult positions/6 teen positions): Welcome patrons to the pool. Monitor pool grounds and facility. Take temperatures of all staff and patrons as they arrive at the pool. Record patrons' information for tracking purposes only, on a designated laptop. Monitor patrons throughout the day to reinforce COVID-19 safety protocols are followed.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of American Red Cross Lifeguard certifications or comparable certifications

All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications accepted until positions are filled..

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.