

# City of Ithaca

## Office of Human Resources / Civil Service

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### JOB APPLICATIONS WANTED

**TITLE:** Alex Haley Pool Staff

**LOCATION:** City of Ithaca - Alex Haley Pool

**SALARY:** Pool Supervisor: \$18.54-\$21.84/hour  
Shift Supervisor: \$15.89-\$17.34/hour  
Cashier: \$12-\$12.75/hour  
Compliance: Adult positions - \$15.37  
Teen positions - \$12.75

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**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.

**MINIMUM QUALIFICATIONS FOR EACH POSITION:** None.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application

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  
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.

Issued: April 21, 2021