



## **Employment Opportunity Recreation/Pool Attendant**

Seasonal. Hours will vary. Employee may be required to work weekends and overtime hours as needed. The Recreation/Pool attendant's primary responsibility is to oversee the supervision of the Recreation Room, Pool and Association Property and to facilitate the use of Association equipment available to members and guests following procedures set by management.

Duties include but not limited to the following.

- Assist in the supervision of the Recreation Room, Pool and Association Property including, but not limited to, checking membership cards, checking out equipment, performing walk through, and enforcing all rules pertaining to Pine Mountain Club Property Owners Association in general.
- Handle all tasks assigned by the Recreation Department Supervisor including, but not limited to, showing movies, set up of events, and breakdown of events.
- Assist Recreation Department Supervisor with coordination of and participation in activities assigned.
- Maintain well rounded knowledge of activities assigned, included but not limited to, Softball, Soccer, Fishing, etc.
- Coordinates, leads and participates in recreation and pool activities, including but not limited to Softball, Soccer, Fishing, Baseball, Basketball, Hiking, etc.
- Preserve and maintain all Association equipment, ensuring that members and guests are using the equipment properly
- Maintain a professional appearance
- Keep all records up to date and accurate as they pertain to said responsibilities and tasks
- Create and maintain a pleasant, healthy and safe environment of anyone associated with Pine Mountain Club Property Owners Association areas or events
- Maintain cleanliness of the Recreation Room; clean up when necessary
- Responsible for complying with safe and healthful work practices
- Follow all safety rules and procedures
- Work with other departments
- Report any potential problems and disturbances
- Maintain a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attend safety meetings as required
- Any other project or duties as assigned by management

Drug/alcohol screening. DMV check. Equal opportunity employer. Apply at Pine