



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

February 28, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire individuals for the following seasonal positions at the **Lincoln Park Family Aquatics Center**.

Pool Team Members

- Please Note:**
- Applicant must be 16 years of age or older.
 - Passing of a Background Check is a condition of employment.
 - Non tobacco users only.

Application Opening Date/Time: March 5, 2018
 Application Closing Date/Time: UNTIL FILLED
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

- | | | | | |
|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director | Airport | IT | Probation |
| Support Data List (AA) | HRAA – O’Connor | Council | Law Director | Senior Center |
| Mayor | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director | City Hall – 3 Floors | Fire Dept (3) | Parks | Utility Billing |
| Service Director | Auditor | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: POOL TEAM MEMBER (Office and/or Concession)
Department: AQUATICS
Reports To: AQUATICS DIRECTOR
FLSA Status: Seasonal
Prepared By: H. R.
Prepared Date: 02/06/2012
Approved By:
Approved Date:

Job Type: Seasonal

Location: Lincoln Park Family Aquatics Center

Overall Job Objective: Assists in the daily operations of the Lincoln Park Family Aquatic Center by performing related work as required.

Duties & Responsibilities:

- Provides proactive customer service in the office and/or concession areas at the aquatics facilities.
- Answer questions about all Aquatic areas
- Collects fees from admissions and sales.
- Maintains facility safety and cleanliness.
- Promotes classes, season passes, and other events to pool guests.

Qualifications - Required Minimum Qualifications

- Ability to provide excellent customer service;
- Ability to establish and maintain effective working relationships with co-workers and the general public;
- Ability to operate standard office, word processing and data entry equipment;
- Ability to handle and balance a cash drawer;
- Ability to work independently and under direct supervision;
- Ability to apply problem solving skills and perform critical thinking;
- Ability to understand and follow oral and written instructions;
- Ability to read and write numbers and letters.
- Must be 16 years of age or older.

Desired Qualifications - In addition to the required minimum qualifications:

- Basic computer functions (Microsoft Office Suite, Excel);
- Basic customer service principles for in person, telephone and email communications.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, fingering, stooping, kneeling, crouching, reaching, grasping, standing, walking, pushing, lifting, cleaning and repetitive motions;
- Vocal communication is required is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoken levels, environment can be quite load;
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities.
- Ability to calculate and provide accurate change during office/concession transactions;
- Provide excellent customer service to patrons and other staff;
- Ability to complete process utilizing a computer;
- Follow sequenced directions;
- Ability to follow written and verbal directions.
- Ability to adhere to policies, rules and regulations set by the City of Marion and other governing bodies.

First Aid, CPR & AED Certification is required. Candidates will have 2 weeks from date of employment to obtain certification.