

Woodruff Physical Education Center (WPEC) & Student Activity & Academic Center (SAAC)

Pool Assistant Job Description

Pool Assistants report directly to the Aquatics Coordinator and will interact with athletics coaching staff, lifeguard staff, patrons, and other student employees. Pool Assistants perform a variety of duties to assist with the maintenance, operations, and events at the WPEC & SAAC pools.

Pool Assistants will work approximately 8-10 hours per week. Pool Assistants' schedules will function within pool hours. Working hours typically fall within the range of 8:00-11:00 a.m. and 1:00-6:00pm Monday through Sunday.

Responsibilities include, but are not limited to:

Pool Maintenance

- Chemical Testing-check & log chlorine and pH levels in all pools
- Cleaning duties including pool vacuuming, stainless steel cleaning, and sweeping
- Performing pool vacuuming using both automatic and hand held vacuums
- Maintaining/organizing pool area and deck spaces
- Maintaining outdoor areas in addition to pool deck maintenance
- Assisting with other duties as assigned by Aquatics Coordinator

Operations/Events

- Performing regular pool side walk throughs and informing Aquatics Coordinator of any issues or areas of concern.
- Inform professional staff of any questions or concerns from patrons, coaches, or lifeguards
- Working collaboratively with other pool assistants to complete tasks in a timely and efficient manner.
- Event preparation, set-up, and/or break down for swim meets/other events occurring at WPEC and SAAC pools.
- Event operations management including but not limited to:
 - Monitoring event spaces and responding to staff/patron questions or concerns
 - Working with event staff to respond to and/or manage staff or participant needs during events
- Assist with any other special projects as assigned by Aquatics Coordinator or Emory professional staff during shifts.

Qualifications:

- Must be an Emory student in good academic standing and maintain a minimum 2.5 GPA.
- Must be able to commit to the academic year for dates of employment.
- Must be able to demonstrate attributes of being self-motivated, attention to detail, and being a team player.
- Must be able to perform physical tasks including bending, twisting, and lifting.

Other Requirements:

- Attend all mandatory staff trainings and meetings.
- Attendance at training events is mandatory unless your absence is approved in advance by professional staff.
- Provide proof of, or obtain, American Heart Association Heart Saver or BLS CPR/AED certification within first 30 days of hire.

Remuneration:

- A rate of \$9.00 per hour (before federal and state taxes).

For additional information please contact:

Aquatics Coordinator

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