

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Shift Leader**
(New position combining Head Guard and Head Cashier)

Minimum Age: Must be at least 18 years old to apply.

Pay Range: Starting at \$10.40 per hour

Illustration of Duties & Responsibilities:

1. Supports lifeguard services and monitors lifeguard scanning and zone coverage; enforces facility and safety rules.
2. Assists management staff in conducting in-service trainings.
3. Assists in the Emergency Action System (EAS).
4. Provides rescue and emergency care by using rescue tube/equipment to effectively rescue, following facility Emergency Action System (EAS) procedures, resting and removing the guest from the water, providing follow-up care and completing appropriate reports.
5. Assists with crowd control.
6. Must be test-ready for Ellis and Associates audit. May serve as Lifeguard as necessary.
7. Reports definite and potential physical hazards, unsafe conditions, and customer concerns to Management after handling the situation and attempting to satisfy the customer.
8. Development of guest relations through facility monitoring, interacting with patrons on a daily basis, and enhancing overall guest experience through customer service.
9. Assists the public with questions regarding facility usage, Parks and Recreation programs, facilities and services, and other City of Miamisburg information. Responsible for being familiar with all program activities and prices offered at the assigned facility, and able to inform customer of that information.

10. Strives to be the “best source of information” for facilities, activities and other recreation programs and services.
11. Ensure staff displays a “Service with A Smile” and “best source of information” attitudes with all customers. Serves as an example for staff through actions and demeanor.
12. Submits inventory needs and concerns to the Assistant Facility Manager in a timely manner.
13. Ensure concessions inventory for sale is kept stocked and securely stored.
14. Follows procedures for conducting registrations including, but not limited to facility rentals, volleyball, programs and scholarships.
15. Perform cashier duties as needed.
16. Abide by cash handling procedures established by the Department; is accountable for personal daily work handling cash.
17. Performs general maintenance duties, including opening and closing duties, removal of contaminants from the pool water. Maintains the cleanliness of swimming pool, deck area, gutters, equipment, and bathhouses.
18. Ensure that staff members are working in assigned areas at all times.
19. Assists in training and supervision of staff. Directly supervises and assists management staff in evaluating employees.
20. Responsible for training staff on procedure updates as season progresses.
21. Performs all other duties as assigned.

To request a complete job description, please e-mail parksandrec@cityofmiamisburg.com