Athletic/Recreation Facility Assistant
Job Description

Athletic/Recreation Facility Assistants report directly to the Aquatic Coordinator and perform a variety of duties that assist in the operation of the SAAC and WPEC. This important position will challenge the abilities of those chosen and offer valuable skills in communication, management, and organization.

The position hours are tentatively Monday through Friday, 8:00am to 11:00am, Saturday, 8:00am to 11:00am, and Sunday, 8:00am to 11:00am. There may be opportunities for additional hours outside of this time. Although weekly schedules will vary, this position will work approximately 12-15 hours per week. Staff members must work together to cover all shifts on the weekly schedule, including weekend shifts.

Responsibilities include, but are not limited to:

Facility Care
- Clean and maintain pools and pool deck.
  - Vacuuming, picking up trash, emptying skimmer baskets, and removing leaves.
  - Test and record chlorine and pH levels in the three SAAC pools on a daily basis.
  - Clean and straighten pool furniture.
- Clean and maintain both outdoor and indoor facilities.
  - Clean upper and lower terraces.
  - Straighten terrace furniture.
  - Groom and sweep clay courts daily.
  - Empty building recycling or trash containers at the pool, as needed.
  - Daily safety walk through of outdoor and indoor facilities.
- Report any defects or damages to equipment or facilities at the pool including necessary routine repairs.
- Work closely with the Athletics professional staff.

Customer Service
- Conduct all interactions professionally.
- Be helpful, friendly, and willing to assist guests in any way possible.
- Assist in establishing and enforcing building policy.
• Respond to emergencies and contact appropriate agencies to assist.
• Serve as a resource/referral person for guests by responding to requests for information about our facilities and Emory.
• Other duties as assigned.

Qualifications:
• Must be an Emory student in good academic standing and maintain a minimum 2.5 GPA.
• Must be able to commit to the entire summer.
• Must possess a current, valid CPR training certificate. You can take this class on your own or we will arrange for one at the beginning of the summer.
• Must be able to lift/move up to 50 pounds.
• Must be able to work outdoors in summer temperatures.
• Must be able to demonstrate attributes of both a team player and a leader.
• Must possess an excellent customer service orientation.
• Must be able to serve as a resource and positive representative of Emory University.

Other Requirements:
• Attend a mandatory orientation training session prior to working.
• Attendance at training events is mandatory unless your absence is approved in advance by professional staff.

Remuneration:
• A rate of $9 per hour (before federal and state taxes).
• A minimum of three shifts per week plus a weekend rotation is required.

For additional information please contact:
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