



Pool Administrator Job Description

SUMMARY:

Under the supervision of the of the Deck manager, the Pool Admin will assist in proper daily functions to keep the facility running smoothly. Including answering phones, cash handling, facility pass distribution, discussing aquatics programs with patrons, and providing excellent customer service with a smile.

ESSENTIAL DUTIES include the following (other duties may be assigned):

1. Communicates urgent information in a timely manner to Management team.
2. Maintains a high level of customer service to patrons.
3. Responsible for the scheduling of swim lessons for residents within Premiers swim program database.
4. Ensures that all rules and appropriate safety measures are stated, communicated, and carried out by all PAS employees at facility.
5. Maintains a positive and supportive relationship with all Premier employees, city staff, patrons, and directors in order to facilitate accomplishment of the company's goals.
6. Responsible for the cleanliness of the admin office.

Additional Specific Tasks:

- a. Update program rosters using online database.
- b. Reconcile payments with facility office.
- c. Answer phones.
- d. Cash handling.