



## TOWN OF VALDEESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDEESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDEESE.COM

### **Aquatic & Fitness Counter Worker**

The Town of Valdese is seeking a part-time employee responsible for the daily functions of the Town's Aquatics and Fitness Counter. The employee in this class greets community members, completes check-ins of members for the pool and fitness center, assists in membership applications and other membership paperwork as needed. The employee in this class will also be responsible for accepting payment, making correct change and writing receipts for patrons. Tact, courtesy and diplomacy are required in dealing with the public. The employee will answer questions both by phone and through face-to-face contact with patrons about recreational programs and activities. The employee will complete other computer work as needed. The employee will also sanitize and complete other light housekeeping duties as needed. (i.e. Wash/dry towels and wipe down fitness equipment, etc.) The employee in this class will monitor the activities within the Fitness Center and provide any assistance to patrons while in the fitness center. The employee will all enforce all Fitness Center policies and procedures in a consistent and respectful manner. The employee will attend staff meetings and trainings as needed. The employee will communicate regularly with the management of the Fitness Center and provide additional assistance when requested. Work is performed under the general supervision of the Aquatics and Fitness Supervisor and is evaluated through observation as well as citizen feedback.

#### ***Education and Experience Requirements:***

- Graduation from high school or GED equivalent.
- Experience working within an office space and experience with customer service is desired from management.
- Experience in an aquatic or fitness sector is a plus.

#### ***Contact and submittal information:***

Alex Bustle  
Aquatics & Fitness Supervisor  
P.O. Box 339  
Valdese, NC 28690  
Telephone: 828-874-6737

Hand delivery: Valdese Recreation Department, 312 Massel Ave SW, Valdese, NC 28690 or email [abustle@valdesenc.gov](mailto:abustle@valdesenc.gov)

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldeese.com](http://www.townofvaldeese.com).

#### **Deadline: Until Filled**

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer. Prospective employee will be drug screened per town substance abuse policy.



## TOWN OF VALDEESE

### Aquatic and Fitness Counter Worker

#### I. General Statement of Duties

Performs basic duties of town fitness and aquatics counter work.

#### II. Distinguishing Features of the Class

An employee in this class is responsible for the daily functions of the Town's fitness room. The Town of Valdeese is seeking an employee responsible for daily functions of the Aquatics and Fitness Counter. The employee in this class greets community members, completes check-ins of members for the pool and fitness center, assists in membership applications and other membership paperwork as needed. The employee in this class will also be responsible for accepting payment, making correct change and writing receipts for patrons. Tact, courtesy and diplomacy are required in dealing with the public. The employee will answer questions both by phone and through face-to-face contact with patrons about recreational programs and activities. The employee will complete other computer work as needed. The employee will also sanitize and complete other light housekeeping duties as needed. (i.e. Wash/dry towels and wipe down fitness equipment, etc.) The employee in this class will monitor the activities within the Fitness Center and provide any assistance to patrons while in the fitness center. The employee will all enforce all Fitness Center policies and procedures in a consistent and respectful manner. The employee will attend staff meetings and trainings as needed. The employee will communicate regularly with the management of the Fitness Center and provide additional assistance when requested. Work is performed under the general supervision of the Aquatics and Fitness Supervisor and is evaluated through observation as well as citizen feedback.

#### III. Duties and Responsibilities

- Member check-in and membership application processing.
- Accepting monies from patrons and giving the correct change as well as receipt writing.
- Scheduling of programs and special events/activities with accuracy.
- Answer patron questions both by phone and face to face with accuracy and respect.
- Complete light housekeeping (ie. Sanitize common areas, wash towels, etc.)
- Be on time and willing to work as a team player.
- Represent the town in a patient, respectful, and professional manner at all times.

##### Additional Job Duties

- Performs other duties as required.

#### IV. Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Knowledge of fitness equipment and maintenance is a plus but not a requirement.
- Ability to establish and maintain effective working relationships with the supervisor, coworkers, program participants and the general public.
- Ability to express ideas effectively in oral and written forms and to deal tactfully, courteously, and firmly with the public.
- Ability to use a computer effectively including word processing and membership programming.

##### Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, feeling, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of

force frequently and/or up to 10 pounds of force constantly to move objects.

- Must possess the visual acuity to prepare and analyze data, operate a computer and to make visual inspections to determine accuracy, neatness, and thoroughness of work.

**Desirable Education and Experience**

- Graduation from high school or GED equivalent.
- Experience working within an office space and experience with customer service is desired from management.
- Experience in an aquatic or fitness sector is a plus.

**V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

**VI. Work Schedule**

19.5 hours per week maximum. Most hours will consist of weekday morning shifts with occasional weekend/evening as needed.

**VII. FLSA Status**

This position is non-exempt.