

# WESTLAKE RECREATION DEPARTMENT IS NOW HIRING!

**COME JOIN OUR TEAM!!!**

[www.cityofwestlake.org/Jobs](http://www.cityofwestlake.org/Jobs)



## **Golf Course Maintenance - Part-time**

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Under the direction of the Golf Course Superintendent or his designee, the individual in this position works on the diverse range of activities involved in golf course maintenance and construction. Responsible for semi-skilled ground construction and maintenance work, and performs related tasks as required. **Starting Pay Range:** \$10.00 - \$11.00 per hour. **Qualifications:** Must be at least 16 years old.

## **Field Maintenance - Part-time**

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Works under the supervision of the Facilities and Grounds Manager. Under general supervision, will prepare and maintain athletic fields for league practices and games. Operate a variety of equipment to maintain athletic fields including but not limited to: infield groomer, tractors, dump trucks and paint sprayers. **Starting Pay Range:** \$10.00 - \$12.00 per hour.

## **Custodian - Part-time**

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Under the general direction of the Facility & Grounds Manager & Housekeeping Supervisor, the person in this position performs manual work in the custodial care and cleaning of building and premises. The job requires responsible use of proper cleaning methods and materials in performing these duties. **Starting Pay Range:** \$10.00 - \$12.50 per hour.

## **Front Desk Clerk - Part-time**

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LOCATION: RECREATION CENTER AND/OR WESTLAKE AQUATIC CENTER. Individuals in this position are responsible for relaying information to the public regarding programs offered by the Recreation Department. Duties include membership sales, daily visit pass sales and program registrations. Must be able to operate a computer with recreation software, assist patrons entering recreation facilities, and assist callers with information and questions. **Starting Pay Range:** PT2 \$10.00 per hour, PT1 AT REC ONLY \$12.00 - \$15.00 per hour.

## **Tot Room Attendant - Part-time**

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Under the direction of the Front Desk Manager, the tot room attendant duties include supervising activities with children 6 months to 9 years during parent's workout (1-2 hour maximum). Staff not responsible for feeding or diaper changing (parent is responsible if necessary and will be contacted). Requires high customer contact both in person and on the phone. **Typical Starting Pay:** \$10.00 per hour. **Qualifications:** Must be at least 16 years old. Current certifications in First Aid and Infant/child CPR and previous child care experience preferred.

## **Learn-to-Swim Instructor - Part-time**

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Under the general supervision of the Pool Supervisor, performs routine public contact and safety work in teaching swimming lessons. **Starting Pay Range:** \$12.00-\$12.50 per hour.

## **Lifeguard - Part-time**

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Under the direction of the Pool Supervisor, Assistant Aquatics Manager, and Aquatics Manager, the individual in this position is responsible for the health, safety and welfare of those using the recreation center swimming pools, Westlake Aquatic Center and Peterson Pool at Clague Park. A lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents. **Starting Pay Range:** \$11.50 - \$12.50 per hour.

## Opening Lifeguard - Part-time

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### Job Description:

Under the direction of the Pool Supervisor, Assistant Aquatics Manager, and Aquatics Manager, the individual in this position is responsible for the health, safety and welfare of those using the recreation center swimming pool. A lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents. **Starting Pay Range:** \$13.00 per hour.

## Pool Supervisor - Part-time

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Under the direction of the Aquatics Manager and Assistant Aquatics Manager, the individual in this position will assist with general supervision of lifeguards and general operation of the pool. In the absence of the Manager and Assistant Manager, the Pool Supervisor is in charge of the supervision of lifeguards who are on duty during their schedule. The candidate will also assist in guarding the pool and instructing swim lessons when necessary. This position requires high customer contact both in person and on the phone, in addition to evening and weekend hours. **Starting Pay Range:** \$13.00 per hour.

## Slide Attendant - Part-time

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Under the general supervision of the Pool Supervisor, the Slide Attendant is responsible for the health, safety and welfare of those using the Recreation Center swimming pools and Peterson Pool at Clague Park. The major responsibility is to make sure the pool patrons meet the height requirement for the water slide and that slide riders are following the slide rules and regulations. **Typical Starting Pay:** \$10.00 per hour.

### MORE INFORMATION AND APPLICATION AVAILABLE AT:

[www.cityofwestlake.org/Jobs](http://www.cityofwestlake.org/Jobs)

or [Download employment application form here.](#)

Full Job Description are available online. To be considered for employment, applicants should email, mail, or deliver a completed City of Westlake employment application to (*Resume/Cover Letter optional for part-time positions*):

**Mail:** City of Westlake (City Hall)  
Human Resource Department  
27700 Hilliard Boulevard  
Westlake, OH 44145  
[humanresources@cityofwestlake.org](mailto:humanresources@cityofwestlake.org)

**Or** Westlake Recreation Center  
28955 Hilliard Boulevard  
Westlake, OH 44145  
[phorner@cityofwestlake.org](mailto:phorner@cityofwestlake.org)

