

2016 Water Mine Summer Positions

The Water Mine Family Swimmin' Hole is a seasonal outdoor water park operated by **Fairfax County Park Authority**, using the Ellis & Associates International Lifeguard Training Program. The Water Mine is located at Lake Fairfax Park, 1400 Lake Fairfax Dr. Reston, VA 20190.

The Water Mine is open weekends only from Memorial Weekend through the last day of Fairfax County Public School. After school is out for the summer, the Water Mine is open daily through Labor Day, and possibly the weekend(s) following.

The following positions are available for the 2016 season:

- Water Mine Assistant Groups Coordinator
- Water Mine Admissions Supervisor
- Water Mine Duty Manager
- Water Mine Pool Supervisor

Water Mine Assistant Groups Coordinator

Job # ELT-FCPA-16007

Salary: \$11.82/hour, depending upon education and experience

Schedule: This position requires flexible availability, to include weekdays, weekends, daytime, evening shifts, and being on-call.

Under the direction and supervision of the Groups Manager and Management Team, Assistant Groups Coordinators are responsible for assisting with managing the reservations made by groups and camps on a daily basis and with managing the admissions, and other areas as required.

Essential Duties: The Assistant Groups Coordinator is responsible for the following duties, to include:

- Assists with making group reservations, prepares and sends group use contracts
- Responds to customer inquiries for group use, discounted group admissions, and birthday party reservations
- Welcomes groups, reviews policies, and collects payments
- Ensures all agency policy and procedures are being followed
- Supervises, organizes, and guides Admissions Staff in the performance of their duties
- Completes daily financial reports
- Assists with managing pool closures and other weather-related closings
- Helps keep line traffic flowing
- Provides excellent customer service, and ensures a safe and efficient daily operation

Knowledge, Skills and Abilities:

- Demonstrated skills in guest relations
- Proven ability to provide excellent customer service and effectively manage conflict
- Experience in supervision and cash handling
- Excellent interpersonal management skills, including conflict resolution, coaching and developing others, promoting teamwork, and performance management
- Proven skills in communication, organization, functional management, problem solving, leadership, innovation, and team building

- Working in a humid, warm environment outdoors for extended periods of time
- Standing or sitting for extended periods of time
- Ability to lift, push, and pull at least 50 pounds
- Basic knowledge of Microsoft Word, Excel, and Access
- Must be available to work rotating shifts to include morning, evening, weekend, and holiday coverage

Minimum Qualifications: A minimum of one operational seasons of guest relations/customer service experience (or equivalent experience) with progressive roles and/or leadership roles.

Necessary Special Requirements: The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

Note: *This position may not exceed 900 hours per calendar year. Individuals in these positions are not eligible for employee benefits, and are not eligible to earn leave or receive holiday pay.

To Apply: Submit your resume via email to Ninette Heiligh, the Water Mine Group/Admissions Manager at Ninette.Heiligh@fairfaxcounty.gov. Position open until filled.

Water Mine Admissions Supervisor

Job # ELT-FCPA-16008

Salary: \$11.82/hour, depending upon education and experience

Schedule: This position requires flexible availability, to include weekdays, weekends, daytime, evening shifts, and being on-call.

Under the direction and supervision of the Admissions Manager and Management Team, Admissions Supervisors are responsible for assisting with managing the daily operations of the admission and reservations areas to include cashiers, line monitors, reservations team and other areas as required.

Essential Duties: The Admissions Supervisor is responsible for the following duties, to include:

- Provides excellent customer service and ensures that such service is provided by all admissions staff
- Ensures compliance with agency cash handling protocol at all times
- Directly supervises admission staff, to include cashiers and line monitors
- Manages staff schedules, rotations, and assigns and delegates duties
- Ensures completion of opening and closing duties
- Coordinates reservations for camps, groups and facility rentals
- Processes pre-season and in-season pass sales and general admission
- Helps keep line traffic flowing
- Enforces park rules and policies to ensure compliance of all safety standards
- Prepares the park to accommodate groups and guests as needed, to include cleanliness of reserved areas and entrance to the water park
- Disseminates pertinent information to guests
- Responds to, documents, and reports emergencies
- Responsible for crowd control; during an emergency, assists with debriefing and diffusing emergencies and provides for the well-being of staff following an emergency
- Ensures policy and procedures are adhered to at all times

- Balances and reconciles cashier drawers, prepares bank deposit slips and bags, documents as required, and ensures timely delivery to bank
- Maintains and records accurate safe counts
- Completes daily financial reports and documents

Knowledge, Skills and Abilities:

- Demonstrated skills in guest relations
- Proven ability to provide excellent customer service and effectively manage conflict
- Experience in supervision and cash handling
- Excellent interpersonal management skills, including conflict resolution, coaching and developing others, promoting teamwork, and performance management
- Proven skills in communication, organization, functional management, problem solving, leadership, innovation, and team building
- Working in a humid, warm environment outdoors for extended periods of time
- Standing or sitting for extended periods of time
- Ability to lift, push, and pull at least 50 pounds
- Must be available to work rotating shifts to include morning, evening, weekend, and holiday coverage

Minimum Qualifications: A minimum of one operational seasons of guest relations/customer service experience (or equivalent experience) with progressive roles and/or leadership roles.

Necessary Special Requirements: The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

Note: *This position may not exceed 900 hours per calendar year. Individuals in these positions are not eligible for employee benefits, and are not eligible to earn leave or receive holiday pay.

To Apply: Submit your resume via email to Ninette Heiligh, the Water Mine Group/Admissions Manager at Ninette.Heiligh@fairfaxcounty.gov. Position open until filled.

Water Mine Duty Manager

Job # ELT-FCPA-16005

Salary: \$14.14/hour, depending upon education and experience

Schedule: This position requires flexible availability, to include weekdays, weekends, daytime, evening shifts, and being on-call.

Under the direction and supervision of the Director and Management Team, Duty Managers are responsible for assisting with managing the daily operations of the entire Water Mine facility, including the pool, admissions, reservations, and other areas as required.

Essential Duties: The Duty Manager is responsible for the following duties, to include:

- When scheduled, is manager on duty on given shift; reports problems and takes necessary action
- Completes activities including opening and/or closing of park facilities, operating equipment such as trucks, trail vehicles and personal computer
- Performs duties related to the daily operation of the various facilities within the park
- Performs duties such as cash register ring-outs, counting safe money, and changing funds
- Completes deposits and delivers money to bank; makes daily entries in logbooks

- With full-time management staff, trains seasonal employees as needed to ensure they complete their assigned work
- Directs work of subordinate employees and completes their tasks in their absence
- Consistently applies Fairfax County Park Authority (FCPA) and International Lifeguard Training Program (ILTP) standard operating procedures
- Manages emergencies, completes FCPA & E&A forms, and communicates to chain of command
- Enforces and adheres to appropriate personal protective equipment standards
- Assists with planning and conducting in-services and regular meetings for staff
- May conduct spot checks on staff members; may conduct Vigilance Awareness Training (VAT) and other training
- Performs duties of Admissions Supervisor, Pool Supervisor, and/or subordinates as necessary

Knowledge, Skills and Abilities: Demonstrated skills in guest relations. Proven ability to provide excellent customer service and effectively manage conflict with some guests who may require high levels of patience, tact, and diplomacy to defuse anger, collect accurate information, and resolve conflicts. Experience in supervision and cash handling. Excellent interpersonal management skills, including conflict resolution, coaching and developing others, promoting teamwork, and performance management. Proven skills in communication, organization, functional management, problem solving, leadership, innovation, and team building. Ability to use a personal computer, applicable software, and peripheral equipment. Ability to direct and coordinate the work of subordinate staff and volunteers. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with the public and staff. Ability to interact with persons of varying ages and backgrounds. Knowledge of a variety of supplies, materials, tools, equipment and practices appropriate to operate a large public facility.

Minimum Qualifications: A minimum of three operational seasons or two years working at a public facility (such as a park, community center, retail, or food service) with progressive roles and leadership roles; Prior training or certifications in lifeguard training, first aid, CPR, and pool operations are not required prior to application; Once appointed to the position, the employee must obtain CPR/First Aid Training, Pool Operator permit within 30 days of hire; training will be provided. Other required training and certifications after hire include Aquatic Leadership Training (one time), criminal background check (initial hire or promotion), Respirator Clearance (two years) and Fit Test (annually). Note: Staff are required to maintain all licenses, certifications, and clearances while in this position.

Necessary Special Requirements: The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

Note: *This position may not exceed 900 hours per calendar year. Individuals in these positions are not eligible for employee benefits, and are not eligible to earn leave or receive holiday pay.

To Apply: Submit a cover letter and your resume via email to Josh Schmidt, the Water Mine Director at Joshua.Schmidt@fairfaxcounty.gov. Position open until filled.

Water Mine Pool Supervisor

Job #: ELT-FCPA-16006

Salary: \$14.14/hour, depending upon education and experience

Schedule: This position requires flexible availability, to include weekdays, weekends, daytime, evening shifts, and being on-call.

Under the direction and supervision of the Duty Manager, the Pool Supervisor is responsible for assisting with managing the daily aquatic operations of The Water Mine.

Essential Duties: The Duty Manager is responsible for the following duties, to include:

- Consistently applies Fairfax County Park Authority (FCPA) and International Lifeguard Training Program (ILTP) standard operating procedures;
- Organizes, directs and guides lifeguards in the performance of their duties; follows-up with staff to ensure quality and completion;
- Supervises and performs daily cleaning and maintenance duties relating to the pool and surrounding areas;
- Creates and manages staff rotation, making adjustments to respond to changes;
- Enforces park rules and policies, applies safety standards, and disseminates pertinent information to guests;
- Ensures appropriate staffing levels at all times, finding coverage to meet scheduling needs as they change;
- Conducts and documents daily, weekly, and monthly inspections of the facility and equipment;
- Manages emergencies, completes FCPA & E&A forms, and communicates to chain of command;
- Assists with planning and conducting monthly in-services and regular meetings for staff;
- Conducts spot checks on staff members; conducts Vigilance Awareness Training (VAT) and other training;
- Maintains proper pool water chemistry; notifies Duty Manager of variations from established ranges;
- Troubleshoots pool operational issues that arise;
- Performs duties of Assistant Pool Supervisor, and/or lifeguard as necessary.

Knowledge, Skills and Abilities: Demonstrated skills in aquatic operations, supervision and maintenance. Skills in communication, organization, problem solving, leadership, innovation, and team building. Proven successful troubleshooting and preventative maintenance skills desired.

Minimum Qualifications: A minimum of two operational seasons in aquatic operations with progressive roles and/or leadership roles, Aquatic Leadership Training (one time), criminal background check (initial hire or promotion), Fairfax Co. Pool Ops Permit (every 3 years), ILTP Lifeguard License (annually), Respirator Clearance (two years) and Fit Test (annually). Note: Staff are required to maintain all licenses, certifications, and clearances while in this position.

Necessary Special Requirements: The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

Note: *This position may not exceed 900 hours per calendar year. Individuals in these positions are not eligible for employee benefits, and are not eligible to earn leave or receive holiday pay.

To Apply: Submit a cover letter and your resume via email Josh Schmidt, the Water Mine Director at Joshua.Schmidt@fairfaxcounty.gov. Position open until filled.