



Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

www.wawmrec.com

Position: Locker Room Attendant- Part-time seasonal

Summary: Take charge of all activity taking place in the locker room areas. The locker room attendant works under the direct supervision of the Recreation Program Manager and Program Supervisor.

Qualifications:

- Individual must be at least 14 years of age
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

Responsibilities:

- Maintain order and discipline in the locker room.
- While patrons are in the locker room, attendant must be up and visible checking for anyone who is in need of assistance.
- Assist young children through locker room if requested by parent if they are of opposite gender. You are **NOT** responsible for assisting in changing participants.
- Monitor those entering and exiting locker room areas: be aware of suspicious spectators who are in locker room, but do not necessarily belong there. If suspicion arises, notify Pool Site Supervisor immediately.
- Make sure all patrons take a shower prior to entering pool area.
- Turn off all showers when not in use.
- Clean shower areas and locker rooms after swimming classes/open swim is completed.
- Greet and welcome all participants, parents, and/or community members.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as point of contact in event of an emergency (medical, weather, fire, security, etc.).



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- Communicate program information, expectations to participants, parents, and/or community members.
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
- Other duties as assigned by immediate supervisor or department administrator.

Application Procedure:

Candidates must complete an application at www.wawmrec.com and submit

The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.