

Tawasentha Park Pool Booth Attendant

The Parks and Recreation Department is responsible for the design, maintenance, promotion, and beautification of numerous parks, recreational facilities, and seasonal programs throughout the Town. We employ full-time, part-time, and seasonal staff to manage these various activities, programs, and camps.

Job Description

We are seeking motivated individuals interested in joining the Town of Guilderland's seasonal pool staff for the 2026 summer season. Pool Booth Attendants manage the booth at the pool building entrance, assisting patrons with pool admission fees, administering pool passes and support the lifeguard staff with pool area cleaning and up-keep. Booth Attendants will be required to handle both cash and check transactions. Verification of Town of Guilderland residency will be required as part of the job duties. This is a seasonal part-time Civil Service position. A Civil Service test is not required for this position.

Qualifications

Applicants must possess the following qualifications and requirements.

- Ability to handle cash transactions; count money and give patrons back the correct change as necessary
- Must be 16 years of age or older and have reliable transportation to and from the job site
- Be punctual and on-time when arriving for the beginning of the assigned workday shift
- Ability to serve as a positive role model and mentor to others
- Excellent verbal communication skills; providing instructions and enforcing pool rules
- Comfortable in a team-player role and in addressing the public

Duties & Responsibilities

Duties and responsibilities include, but are not limited to the following:

- Using the cash register to enter the proper fees for patrons entering the swimming area
- Check all guests' licenses to confirm residency and correct fee to charge
- Fill out and collect money for individual and family pool passes
- Assist lifeguards in enforcing all pool rules and regulations of the facility consistently and respectfully – remind public of the rules when they enter the pool facility
- Check the bathrooms to see if any supplies or clean-up is needed
- Wear a Tawasentha uniform shirt to be identified easily as a Staff member
- Be appraised of lifeguard Emergency Action Plan and call 911 if necessary
- Willingness to assist others as needed; public facing, lifeguards, Pool Manager, etc.
- Represent the Town of Guilderland and the Parks and Recreation Department in a professional and respectful manor at all times
- Assist lifeguards in maintaining the safety of all pool area patrons and communicate and enforce Tawasentha Park's [Pool Rules](#) at all times.

Salary

The starting rate of pay is \$16.00 per hour, based on experience and/or certifications

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Preferred Experience

The below is preferred, but not required:

- Working with a cash register and handling financial transactions; cash & checks
- Customer service experience; face to face and phone inquiries
- Excellent communication skills

Additional Information

The pool at Tawasentha Park will open for the summer on Saturday, June 13, 2026 and closes on Sunday, August 30, 2026. If there are instances of inclement weather, Management may elect to close the pool early for the day due to any safety concerns that may arise.

Pool schedules include the following, but are not limited to:

- **Open Swim** - The pool is open to town residents 12:00pm-7:00pm Monday-Friday and 11:30am-7:00pm Saturday & Sunday.
- **Lap Swim** - The pool opens for lap swim at 11:00am Monday-Thursday and 10:00am on the weekends. Two lifeguards are scheduled during the lap swim time periods.
- **Swim Lessons** - Swim lesson programs are in session for 7 weeks over the summer; the last week of June through mid-August.

Pool Booth Shifts:

- There are two 3.5-hour shifts allotted between the hours of 11:30am and 6:30pm, Monday - Sunday. First shift is 11:30am-3:00pm and second shift is 3:00pm-6:30pm.
- Applicants that wish to work a full day, consisting of two consecutive shifts (11:30am-6:30pm), should indicate so on their application.
- Applicants should have 2 or 3 set days a week they are available during the majority of the summer. A set schedule will be compiled by the Parks & Recreation Office and sent out to all hired cashiers, with rotating weekends. (Please list availability on your application)
- Cashiers should arrive between 5-15 minutes prior to their shift to be updated by lifeguard staff and be ready to work when their shift officially starts.
- Booth Attendants are allowed to bring reading material, school work or electronics to utilize park Wi-Fi, as long they are attentive and adequately assist any member of the public when they approach the Pool Booth for assistance.

There will be a **mandatory training meeting** at the end of May. Dates and times will be communicated in advance.

Employee Benefits

- Opportunity to join the New York State and Local Retirement System (NYSLRS)
- Bi-weekly pay with Direct Deposit of funds (election forms made available upon hire)