

Job Description

The TRC Pool is accepting applications for individuals to perform clerical and/or general office support work at the TRC Pool for the 2023 season. These positions are designated as temporary/hourly positions. Job Duties include clerical/office-related duties such as:

- Selling memberships, day passes, and concessions.
- Maintain an orderly and accurate head count of guests.
- Help other staff clear the facility at designated times (safe breaks and closing). Help guests to line-up/reline-up properly (members and non-members).
- Maintaining paper and/or electronic (digital) based filing systems.
- Performing receptionist duties; responding to in-person or by phone, to customers.
- Scheduling swim lessons and possible pool rentals.
- Performing data entry into a variety of spreadsheets and/or databases.
- Performing complex word processing tasks such as merging and sorting, uploading/downloading.
- Help manager maintain/update website and social media.

Qualifications

- Excellent oral and written communication skills.
- Availability for days, evenings and weekends.
- Software skills such as Word, Excel, Access, Square, email, web maintenance is a plus!