



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SUPERIOR CALIFORNIA

Job Title: Pool Cashier

FLSA Status: Non- Exempt

Reports to: Pool manager

Job Grade: 2

Revision Date:

POSITION SUMMARY:

Under the direction for the Aquatic Director the Pool Cashier is responsible for handling all transactions of payment as well as excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the service area.

ESSENTIAL FUNCTIONS:

Provides excellent service to members, guests, and program participants.

Handle all money transactions of payment.

Builds relationships with members; helps members connect with one another and to the YMCA.

Handles and resolves membership concerns and informs supervisor of unusual situations or unresolved issues.

Applies all YMCA policies dealing with member services.

All other duties as assigned by supervisor.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

Previous experience working with money handling preferred.

Previous experience with diverse populations.

Ability to develop positive, authentic relationships with people from different backgrounds.

Ability to work as a team member.

Effective verbal communication skills.

Certifications required within 30 days of hire: CPR/AED, and First Aid.

Excellent interpersonal and problem solving skills

Supervisor

Employee

Date

Date

This job description is not intended to be all-inclusive. Job descriptions are reviewed periodically and may be revised if deemed necessary for the achievement of the YMCA's goals and objectives.