

NANTUCKET PUBLIC SCHOOLS
NANTUCKET, MA 02554

MEMORANDUM

TO: All Staff
FROM: Superintendent's Office
RE: Anticipated Vacancy
DATE: January 19, 2023

POSITION	AVAILABLE DATE
Nantucket Community Pool Front Desk Attendant	3/13/23

DESCRIPTION:

The Nantucket Community Pool is in search of a front desk attendant to be the welcoming face of our community pool. We are looking for a friendly and kind person to welcome our members and guests throughout the year. The right candidate for this position will take pride in our Community Pool programming and be in charge of the upkeep of the front bulletin board.

TERMS OF EMPLOYMENT:

- 15-20 hours/ week
- Check-in members for pool usage
- Maintain appearance of bulletin board
- Maintain NCP membership database
- Collect fees and audit cash-box; enter receipts into database
- Enroll students and members
- Provide information on aquatics programming, including enrollment and class dates

QUALIFICATIONS:

- Interpersonal skills a must
- Basic computer competency
- Qualified candidate should be flexible, friendly, and reliable.

APPLICATION: Interested candidates should apply by 2/27/23 to the Nantucket Community School Director. Candidates are requested to submit a letter of interest, resume, and NCS Application via email to graziadeia@npsk.org. Full job description available upon request. Applications can be found at www.nantucketcommunityschool.org.