



Pool Hall Head

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Program
Reports To:	Program Lead, Program Manager
Position Classification:	Summer Seasonal Volunteer
Length of Service:	3-4 month commitment, May-September preferred

POSITION SUMMARY

The Pool Hall Head is responsible for management, preservation, and staffing of Holden Village's historic pool hall and bowling alley located in the Village Center. Built in the 1930s, the Pool Hall has four lanes with semi-automatic pin-setters, five pool tables, ping pong, foosball, board games and a jukebox. During the summer months, the Pool Hall serves candy and popcorn to visitor and holds events like bowling nights and ping-pong tournaments.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Performs maintenance tasks in the Pool Hall and Bowling Alley including striping and conditioning lanes, caring for shoes and bowling balls, repairing and re-tipping pool cues, and tidying games.
- Provides Holden hospitality by interfacing with guests in a positive, friendly manner, providing visitor with necessary resources and information to properly use the space.
- Oversees concession stand food preparation and service; works with the Food Service Lead to ensure that food service protocols adhere to Washington State Health Code.
- Tracks concession stand inventory and item popularity; Works with Procurement Lead and Program Lead to order supplies as needed.
- Handles the cash box, ensuring that customers pay, purchases are appropriately tracked, and that weekly cash-outs occur in partnership with the Accounting Lead.

- Creates an active but orderly atmosphere with imaginative programs that encourage guests and staff of all ages to take advantage of this special place in the Village. Creates and implements weekly schedules of Pool Hall hours and activities.
- Maintains Pool Hall cleanliness and organization by performing cleaning tasks such as vacuuming, cleaning windows, polishing wooden surfaces, and taking out trash.
- Collaborates with Youth Programs to design engaging, kid- and teen-friendly activities.
- Supervises Pool Hall activities and responds appropriately to behavioral issues and vandalism; elevates issues as necessary.
- Trains and supervises pool hall volunteers.
- Is responsive to communications from supervisor and attends weekly 1:1 with Program Lead.
- Attends weekly Program team meetings.
- Assists in other aspects of the Program team's work and other departments at the discretion of the Program Lead.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Previous experience in customer service required.
- Knowledge and experience relating to bowling alley maintenance and operations highly preferred.
- Demonstrated interpersonal skills; enthusiasm for and ability to interact with all ages, especially kids and youth.
- Experience with volunteer or staff management preferred.
- Demonstrated ability to work independently, take initiative, and be proactive.
- Strong organizational skills and enthusiasm for managing cleanliness and order.
- Strong awareness of safety and liability; ability to respond to emergencies.
- Ability to communicate and enforce relevant rules, policies, and safety protocol.
- Sound judgement, creativity, problem solving, flexibility, and decision-making abilities.
- Willingness to work flexible hours, including evenings.
- Able to lift and move equipment and supplies; able to stand for long periods of time.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Commits to work in ways that support and fulfill Holden Village's Mission, Vision, and Values and commits to the terms of the Community of Practice Agreement.
- Extends genuine hospitality to all Villagers and guests; Helps new staff and volunteers integrate into the community.

- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Undertakes Work of the Village including dish team, garbology, and wood chaining.
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to staying up-to date on all required vaccinations.

COMPENSATION & BENEFITS

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!