



**The Villages of Westcreek  
Owners' Association**

**GATE GUARD  
JOB DESCRIPTION**

*POSITION:* Gate Guard

*TYPE:* Seasonal/Hourly

*SUPERVISOR:* Head Gate Guard

*WAGE:* \$7.00/hr Starting

*VERIFIED BY:*

*DATE:* January 09

*BASIC DESCRIPTION:* The Gate Guard for the Villages of Westcreek Owners' Association is responsible for the controlled access to the swimming facilities. The Gate Guard reports to the Head Gate Guard.

*SPECIFIC FUNCTIONS:*

1. Reports for work ten (10) minutes before schedule pool opening or start of shift.
2. Ensures each person (12 years of age and older) entering the pool(s) possesses his/her own valid VWOA photo ID card and that any guests are authorized in accordance with the pool rules.
3. Denies entry each person not possessing a valid VWOA photo ID card, and refers such individuals to the Community Manager.
4. Ensures shift will be covered in the event of an unplanned absence. Notify Pool Manager of shift substitutions.
5. Assists head lifeguard on duty in enforcing pool rules and watching for inclement weather.
6. Leaves work five (5) minutes after pool closing, shift appropriate.

*Relationships and Contacts:*

Reports to: Head Gate Guard

Supervises: none

Relationships: Maintains and promotes an objective, positive, professional, and courteous relationship with Association members and staff.

Scope of Authority: Limited to pool admission policy enforcement.

Job Qualifications: The Employee must have the following knowledge and/or skills.

1. Able to work without direct, continuous supervision.
2. Able to provide his/her own transportation to and from work.
3. Able to follow verbal and written instructions.
4. Able to read and understand instructions in English.
5. Able to follow safety instructions in English.
6. Able to speak and write common business English.

Working Conditions and Hours:

Conditions: Light work, outdoor setting.

Hours: Monday - Sunday, 9:45 a.m. – 8:15 p.m., or as scheduled.

Hours subject to change according to Season Pool Schedule.