PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

SUMMER 2015

SWIMMING POOL POSITIONS

WORK THE WATER

Portland Parks and Recreation operates programs at six indoor swimming facilities. We are looking for qualified staff to operate these pools. Employee duties include lifeguarding, teaching aquatic classes, instructing water fitness classes, cashiering, and maintenance tasks. All staff are expected to convey good public relations and follow established policies and procedures for safe, fun and efficient operation of the City pools.

APPLICATION PROCESS

All applicants should submit their completed application to the Aquatic Program Director by the deadline specified in the job description. In order for your application to be considered, your certifications must be current. The Aquatic Program Director or District Aquatic Coordinator will schedule an interview with each new applicant. **Applicants will not be permitted to work unless copies of all required certifications are turned into the Aquatics Office.**

JOB ASSIGNMENTS

The placement and weekly hours of each employee will be determined by employee experience, mobility, program type, and facility need.

FLEXIBLE HOURS

The Aquatics Division offers a variety of work schedules at our facilities. Opportunities exist for school teachers, homemakers, students or for second job. Employees can work up to 40 hours per week, but we also have numerous employees who work 10 to 20 hours per week to fit their schedules. **Employees can not work more than 1200 hours in a calendar year.**

AQUATICS APPEARANCE CODE

The personal appearance of our aquatics staff conveys a strong impression of Portland Parks to our guests. Hair at all times must be clean, neat, groomed and trimmed. Radical hair styles are not permitted. Mustaches and beards must be neatly trimmed and groomed. No jewelry is allowed other than wedding bands. Eating food, candy, or chewing gum is not allowed in guest areas. If hired, detailed appearance and uniform guidelines will be provided.

UNIFORMS

All staff members are required to wear designated uniform while on duty. Uniforms must be neat and clean at all times – no alterations are permitted. If hired, additional information concerning uniforms will be provided.

For further information contact:

503-823-5130

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

SUMMER 2015

JOB DESCRIPTION

LIFEGUARD

REQUIREMENTS

1. Current **StarGuard Certification.** For applicants with current **American Red Cross** or **YMCA Lifeguard Certification**, we offer a $50.00 discount on the **StarGuard Certification Course**. Call 503-823-5130 for dates and times of courses.
2. Attend required staff training and in-services.
3. Wear required Portland Parks uniform.
4. 15 years of age and older.

WORKING CONDITIONS

1. Irregular work shifts — weekdays, evenings, weekends, holidays.
2. Required to do pool maintenance as needed.
3. Required to perform all duties of a cashier.

RESPONSIBILITIES

1. Prevent accidents through the enforcement of policies, rules, and regulations governing the conduct of guests using the pools.
2. Be friendly, helpful, and cheerful to all pool guests and fellow employees.
3. Maintain a “we can” atmosphere through good public relations.
4. Be punctual when reporting for duty.
5. Maintain an acceptable appearance of both uniform and personal hygiene at all times.
6. Set a good example of proper pool conduct for guests to follow.
7. Prepare Accident, Incident, and Rescue Reports as needed.
8. Swim each week of employment to maintain a good fitness level.
9. Have knowledge of entire program offerings at your facility and be able to convey that information to guests.
10. Work as a cashier as needed and fulfill all the responsibilities of cashier while in that position.
11. Do pool maintenance as needed, which includes but is not limited to: pool vacuuming, hosing and disinfection of decks, locker rooms, etc., cleaning and maintaining entire facility throughout the day.
12. Report safety concerns to supervisor as needed.
13. Complete Department Audits as required.
14. Complete tasks assigned by supervisor.

For information on StarGuard Course Dates and Review Dates, call 503-823-2852.

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

SUMMER 2015

JOB DESCRIPTION

SWIM INSTRUCTOR

REQUIREMENTS

1. Current training in **Portland Parks Swim Instructor Training Program.** For applicants with current **American Red Cross, Swim America** or **YMCA Swim Instructor Certification**, we offer a $50.00 discount on the **Portland Parks Swim Instructor Certification Course.** Current Swim Instructor Recertification ***(required every 2 years).***
2. Attend required staff training and in-services.
3. Wear required Portland Parks uniform.
4. 15 years of age and older.

RESPONSIBILITIES

1. Teach swim lessons.
2. Teach Parent/Child classes (Angelfish & Starfish).
3. Convey a fun and positive experience for each participant in your class.
4. Strive for skill development and / or stroke improvement from each participant.
5. Be friendly, enthusiastic and caring towards participants in class.
6. Give feedback to parents regarding their child's progress in your class.
7. Provide a good mixture of demonstration, explanation, practice, and skill correction during each lesson.
8. Keep class active during each lesson by preparing for class (lesson plan).
9. Evaluate and issue proper certificates to participants.
10. Set a good example of proper pool conduct for participants to follow.
11. Keep accurate course records.
12. Work well with the Lead Instructor.

For information on Portland Parks Swim Instructor Training, call
503-823-5130.

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

SUMMER 2015

JOB DESCRIPTION

WATER FITNESS INSTRUCTOR

REQUIREMENTS

Current training in **Portland Parks Water Fitness Instructor Training Program**.

1. Within one year of employment must obtain National Certification in Water Fitness Training.
2. Attend required quarterly Water Exercise Inservices, home pool Staff Inservices.
3. Wear professional fitness attire: swim suit, shorts or bike shorts, water/dock shoes.
4. Teach classes from pool deck (or in some cases be able to get in and out of water for deck demonstrations.
5. Be 15 years of age or older.
6. Experience in the water a must. It is best if you have experience participating in water fitness classes or teaching group fitness classes.

RESPONSIBILITIES

1. Teach water fitness classes. Have a lesson plan or workout outline for the class. Convey a fun, positive experience and motivation for participants.
2. Be friendly, enthusiastic and caring towards participants in your class.
3. Give feedback to participants on posture, form and progress.
4. Provide a good mixture of demonstration, explanation and skill correction during each class.
5. Keep class active and aerobic for at least 25-30 minutes of a 55 minute class.
6. Set a good example of proper pool conduct for participants to follow such as: Water Bottle, Courteous, Lead in Putting Equipment Away.
7. Work well, communicate with Pool Managers.
8. Coordinate with Pool Managers to take on classes/shifts.
9. Once assigned classes, take ownership: show up early to set up equipment – be on deck to welcome and interact with participants.
10. Find own substitutes for classes.
11. Network with other Instructors via provided phone and email lists.

For information on Portland Parks Water Fitness Instructor Training
Ph: Larissa Doty at 503-823-3166 Email: larissa.doty@portlandoregon.gov