



SWIMMING POOL POSITIONS



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



JOB DESCRIPTION **LIFEGUARD**

REQUIREMENTS

a. Current Certification in:

1. **National Pool and Waterpark Lifeguard Training.
Certification must be current.**

For applicants with current **American Red Cross** or **YMCA Lifeguard Certification**, we offer a rollover course to convert your certification into a E & A Lifeguard Certification. Call 503-823-5130 for dates and times of the rollover course.

- ▶ 2. **First Aid and CPR for adults, children, and infants.
Certification must be current. (PP&R will not accept online certification for First Aid & CPR.)**

- b. Attend required staff training and in-services.
- c. Wear required Portland Parks uniform.
- d. 15 years of age and older.

WORKING CONDITIONS

- a. Irregular work shifts — weekdays, evenings, weekends, holidays.
- b. Required to do pool maintenance as needed.
- c. Required to perform all duties of a cashier.



RESPONSIBILITIES

- a. Prevent accidents through the enforcement of policies, rules, and regulations governing the conduct of guests using the pools.
- b. Be friendly, helpful, and cheerful to all pool guests and fellow employees.
- c. Maintain a “we can” atmosphere through good public relations.
- d. Be punctual when reporting for duty.
- e. Maintain an acceptable appearance of both uniform and personal hygiene at all times.
- f. Set a good example of proper pool conduct for guests to follow.
- g. Prepare Accident, Incident, and Rescue Reports as needed.
- h. Swim each week of employment to maintain a good fitness level.
- i. Have knowledge of entire program offerings at your facility and be able to convey that information to guests.
- j. Work as a cashier as needed and fulfill all the responsibilities of cashier while in that position.
- k. 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.
- l. Report safety concerns to supervisor as needed.
- m. Complete Department Audits as required.
- n. Complete tasks assigned by supervisor.

For information on National Pool and Waterpark Lifeguard Course Dates and Review Dates, call 503-823-2852.



JOB DESCRIPTION

SWIM INSTRUCTOR

REQUIREMENTS

- a. Current training in:
 1. **Portland Parks Swim Instructor Training Program.**
For applicants with current **American Red Cross, Swim America, or YMCA Swim Instructor Certification**, we offer a rollover course to convert your certification into a Portland Parks Swim Instructor Certification.
 2. **Current Swim Instructor Recertification** (required every 2 years)
 - ▶ 3. **FIRST AID & CPR for Adults, Children, and Infants.**
(PP&R will not accept online certification for First Aid & CPR.)
- b. Attend required staff training and in-services.
- c. Wear required Portland Parks uniform.
- d. 15 years of age and older.



RESPONSIBILITIES

- a. Teach swim lessons.
- b. Teach Parent/Child classes (Angelfish & Starfish).
- c. Convey a fun and positive experience for each participant in your class.
- d. Strive for skill development and / or stroke improvement from each participant.
- e. Be friendly, enthusiastic and caring towards participants in class.
- f. Give feedback to parents regarding their child's progress in your class.
- g. Provide a good mixture of demonstration, explanation, practice, and skill correction during each lesson.
- h. Keep class active during each lesson by preparing for class (lesson plan).
- i. Evaluate and issue proper certificates to participants.
- j. Set a good example of proper pool conduct for participants to follow.
- k. Keep accurate course records.
- l. Work well with the Lead Instructor.

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

PART-TIME AQUATIC EMPLOYEE SALARIES

CATEGORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
LIFEGUARD	\$9.00	\$9.25	\$9.50	\$10.50	\$10.75	\$11.00
SWIM INSTRUCTOR***	\$9.50	\$10.00	\$10.50	\$11.50	\$12.25	\$13.00

Progression of Steps if you are beginning your . . .

STEP 1 1st year in that category, plus satisfactory evaluations.

STEP 2 2nd year in that category, plus satisfactory evaluations.

STEP 3 3rd year in that category, plus satisfactory evaluations.

STEP 4 4th year in that category, plus satisfactory evaluations.

STEP 5 5th year in that category, plus satisfactory evaluations.

STEP 6 6th year in that category, plus satisfactory evaluations.



All new employees will start at Step 1, unless they have met the experience criteria in a higher step. New employees may **not** start higher than Step 3.

Step increases only occur in June.

NOTE:

All employees will be paid for duty assignments at the pay rate for each designated duty responsibility.

EXAMPLE: An employee who teaches 2 hours of swim lessons will be paid at the swim instructor rate of pay for those 2 hours. If that same employee then works 4 hours as a lifeguard, he / she will be paid 4 hours at the lifeguard rate of pay.

*****EXCEPTION:** Swimming lesson instructors will be paid on a self-sustaining basis for their teaching hours. Self-sustaining means that there are enough students in your class paying lesson fees to cover your wage. Anytime Portland Parks offers "FREE" swim lessons, the **instructor will be paid at their lifeguard rate.**

**If you have any questions in regard to pay scales,
please call the Aquatic Program Director at 503-823-5130.**



WATER FITNESS INSTRUCTOR



REQUIREMENTS

1. Current training in:
 - a. Portland Parks Water Fitness Instructor Training Program.
 - ▶ **b. FIRST AID & CPR for Adults, Children, and Infants.**
(PP&R will not accept online certification for First Aid & CPR.)
 - c. 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

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

PART-TIME WATER FITNESS (only) INSTRUCTOR SALARIES

	(Training Wage)					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
BASE WAGE	\$10.50	\$11.00	\$14.00	\$15.00	\$16.00	\$20.00

Progression of Steps:

<p>STEP 1: TRAINING WAGE</p> <p>Wage during co-teaching phase, new to teaching, for 2 weeks to 2 months (Depending on frequency and success of teaching).</p>	\$10.50
<p>STEP 2: BEGINNER WAGE-Instruction without a national certification.....</p> <p>Instructors have within one year from hire or one year from taking PP&R class to receive national certification.</p>	\$11.00
<p>STEP 3: BEGINNER WAGE-Instruction with a national certification. Have taught 1-2 years</p>	\$14.00
<p>STEP 4: Have taught 3-4 years</p>	\$15.00
<p>STEP 5: Have taught 5-6 years (top pay rate without multiple certifications).....</p>	\$16.00
<p>STEP 6: Multiple professional fitness instructor certifications (ie: AEA, ACE, Hydro-fit, IDEA)</p>	\$20.00

NOTE: All InService trainings, orientations and meeting will be paid at the lifeguard base wage.



NOTE:
All employees will be paid for duty assignments at the pay rate for each designated duty responsibility.

EXAMPLE: An employee who teaches 2 hours of fitness classes will be paid at the instructor rate of pay for those 2 hours. If that same employee then works 4 hours as a lifeguard, he/she will be paid 4 hours at the lifeguard rate of pay.

For each 55-60 minute class Instructors are paid \$1.25 hr
(15-minute paid to set up/put away, talk with patrons)

**If you have any questions in regard to pay scales, please call the
Aquatic Program Director at 503-823-5130.**



**PORTLAND
PARKS & RECREATION**

Healthy Parks, Healthy Portland



**Fall, Winter, Spring
2011 / 2012**

**AQUATICS
APPLICATION**

Return with copies of Certifications to:
Aquatic Program Director
Portland Parks and Recreation
2909 SW 2nd
Portland, OR 97201



Please USE INK PEN and WRITE CLEARLY!

PERSONAL INFO

Check Position(s) Applying For

- Lifeguard Only Lifeguard/Instructor Swim Instructor Only
 Lead Instructor Diving Instructor Water Fitness Instructor

Name _____ Email _____

Address _____ Phone () _____

City _____ State _____ Zip _____

Education: High School _____ Grade Point Avg. Education: 9 10 11 12 13 14 15 16 17
(circle last year completed)

College attended _____ Grade Point Avg. Yr. Grad _____ Major _____

CERTIFICATIONS

<u>CERTIFICATIONS:</u>	<u>ISSUING AGENCY</u>	<u>ISSUE DATE</u>	<u>EXPIRATION DATE</u>
First Aid	_____	_____	_____
CPR Adult	_____	_____	_____
CPR Infant/Child	_____	_____	_____
Lifeguard Cert.	_____	_____	_____
Swim Inst. Train.	_____	_____	_____
Water Fitness Inst.	_____	_____	_____
Other	_____	_____	_____

Copies of all certifications must be attached to completed application.
Certification must be current through duration of employment.

JOB EXPERIENCE

List below experience related to the position for which you are applying. Begin with your most recent experience. You may include intern or volunteer work as well as full-time or part-time employment. Additional information may be attached.

USE THIS FORMULA FOR TOTAL HOURS WORKED: HOURS PER WEEK X WEEKS WORKED = TOTAL HOURS

Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			_____
	From	To	Total Hrs. Worked	Your Position
Reason for leaving: _____				Supervisor

Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			_____
	From	To	Total Hrs. Worked	Your Position
Reason for leaving: _____				Supervisor

List any additional experience or training which relates to the position for which you are applying: _____

Your responses to the following questions regarding your ability, experience, and training relative to the position you are applying for will help determine whether you are given further consideration in the selection process. For additional space use a separate sheet of paper and attach to this application.

1) Water Fitness Classes

Would you be interested in teaching water exercise classes? No Yes

2) Aquaducks (parent/child classes)

3) Lifeguarding (type of pool, guard ratio, etc.)

4) Swim Lessons (state years of experience, teaching preference, etc.)

5) Do you have any sign language experience? No Yes If so, please explain:

6) Are you **fluent** in any language other than English? No Yes

If yes, which: _____ Speak Read Write

_____ Speak Read Write

7) Pool Requested: _____
1STChoice 2ND Choice 3RD Choice

8) Is pool choice more important than number of hours per week? No Yes

9) Number of hours you prefer to work: 5 to 10 10 to 20 20 to 30 30 to 40 Other _____

10) Time of Day you can work: Anytime Morning Evening Afternoon

11) What is your means of transportation? _____

12) Other Comments in regard to your work schedule or in general: _____

AQUATICS APPLICATION

Fall, Winter, Spring
2011 / 2012

Aquatics Division



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



DATES AVAILABLE

IMPORTANT! Applications with incomplete dates available will not be considered. The following information is very important and has direct bearing on consideration for employment. Be specific!

Earliest date you can report to work: _____

Latest date you can work: _____ Why? _____

Between starting and ending dates, will there be any times you cannot work? No Yes

If yes, please state dates, how long and why: _____

Do you expect to be engaged in any other employment from September, 2011 through May, 2012? No Yes

If yes, please explain: _____

Do you expect to take any school classes this Fall, Winter or Spring? No Yes If yes, please explain _____

Have you worked for Portland Parks and Recreation previously? No Yes If yes, when and where: _____

EMPLOYMENT ADVISORY

REFERRAL INFORMATION: If you are a NEW applicant, how did you hear about this job?

Referred by current Portland Parks Aquatics employee: _____
NAME OF EMPLOYEE

School Newspaper Radio/TV Job Fair Other _____

I understand that if hired by the Aquatics Division of Portland Parks and Recreation, my employment is seasonal and will not extend past my assigned facility's last day of operation. I further understand that I am not guaranteed a certain number of hours during the Fall/Winter/Spring season. Hours and schedules are determined by program demand, facility need, weather, mobility, and employee experience.

SIGNATURE: _____ DATE: _____

Have you ever been convicted or paid a fine for an offense other than minor traffic violations or juvenile offenses?

No Yes

If yes, please attach a separate sheet of paper and give details (date, charges, any disposition, etc.) Include DWI, hit and run, and other similar traffic offenses. **Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not so indicate, you will not be hired or you will be terminated.

EMERGENCY NOTIFICATION

TODAY'S DATE _____

EMPLOYEE NAME _____ HOME PHONE NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CONSIDERATIONS STAFF NEEDS TO KNOW: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME _____ RELATIONSHIP _____

HOME PHONE _____

WORK PHONE _____

OFFICE USE ONLY

NEW RE-INTERVIEW REHIRE INTERVIEW DATE / TIME: _____

COMMENTS: _____

HIRE: Yes No POSITION(S): _____

Lifeguard Wage: _____ Instructor Wage: _____ Water Exercise Instructor Wage: _____

POOL ASSIGNMENT: _____

EMERGENCY NOTIFICATION

TODAY'S DATE _____
 EMPLOYEE NAME _____ HOME PHONE NUMBER _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 CONSIDERATIONS STAFF NEEDS TO KNOW: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:
 NAME _____ RELATIONSHIP _____
 HOME PHONE _____ WORK PHONE _____

OFFICE USE ONLY


NEW RE-INTERVIEW REHIRE INTERVIEW DATE / TIME: _____
 COMMENTS: _____

 HIRE: Yes No POSITION(S): _____
 Lifeguard Wage: _____ Instructor Wage: _____ Water Exercise Instructor Wage: _____
 Pool Assignment: _____ Last IBIS Base Wage: _____

Summer 2012 NEW STAFF AQUATICS APPLICATION

Return with copies of Certifications to:
 Aquatic Program Director
 Portland Parks and Recreation
 2909 SW 2nd Ave
 Portland, OR 97201
APPLICATION DEADLINE:
ASAP. No later than 4/15/12

PERSONAL INFORMATION


Please USE INK PEN and WRITE CLEARLY!
Check Position(s) Applying For:
 Lifeguard Only Lifeguard/Instructor Swim Instructor Only Diving Instructor
 Water Exercise Instructor Summer Swim League Coach Summer Swim League Official
 Name _____
 Address _____ Phone () _____
 City _____ State _____ Zip _____ Message Ph () _____
 Education: High School _____ Education: 9 10 11 12 13 14 15 16 17
Grade Point Avg. (circle last year completed)
 College attended _____ Yr. Grad _____ Major _____
Grade Point Avg.
 Neighborhood Pool _____

CERTIFICATIONS

CERTIFICATIONS:	ISSUING AGENCY	ISSUE DATE	EXPIRATION DATE
First Aid	_____	_____	_____
CPR - Adult	_____	_____	_____
CPR Infant/Child	_____	_____	_____
*Lifeguard Cert.	_____	_____	_____
*Swim Inst. Train.	_____	_____	_____
Water Exer. Inst.	_____	_____	_____
Other	_____	_____	_____

**Copies of all certifications must be attached to completed application.
 Certification must be current through duration of employment.**
 I agree to have **CURRENT CERTIFICATION**, as it relates to my Aquatic position, valid through September 2012.
 I will attend all mandatory staff meetings, orientation and inservices throughout Summer 2012.
 Signature: _____ Date: _____

JOB EXPERIENCE

List below experience related to the position for which you are applying. Begin with your most recent experience. You may include intern or volunteer work as well as full-time or part-time employment. Additional information may be attached.

USE THIS FORMULA FOR TOTAL HOURS WORKED: HOURS PER WEEK X WEEKS WORKED = TOTAL HOURS

Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			Your Position
	From	To	Total Hrs. Worked	
Reason for leaving: _____				
Name, Address, Phone # of Employer or Volunteer Agency	Dates of Employment (Month & Year)			Your Position
	From	To	Total Hrs. Worked	
Reason for leaving: _____				

List any additional experience or training which relates to the position for which you are applying: _____

Your responses to the following questions regarding your ability, experience, and training relative to the position you are applying for will help determine whether you are given further consideration in the selection process. For additional space use a separate sheet of paper and attach to this application.



NEW STAFF AQUATICS APPLICATION

IMPORTANT! Applications with incomplete dates available will not be considered. The following information is very important and has direct bearing on consideration for employment. Be specific!

1) **Swim Team**

2) **Coaching Swim Team**

Would you be interested in coaching one of our summer teams? No Yes

3) **Water Exercise Classes**

Would you be interested in teaching water exercise classes? No Yes

4) **Aquaducks** (parent/child classes)

5) **Lifeguarding** (type of pool, guard ratio, etc.)

6) **Swim Lessons** (state years of experience, teaching preference, etc.)

7) Do you have any sign language experience? No Yes If so, please explain:

8) Are you **fluent** in any language other than English? No Yes

If yes, which: _____ Speak Read Write
_____ Speak Read Write

9) Have you any experience working with people with disabilities? No Yes

10) Pool Requested: _____
1STChoice 2ND Choice 3RD Choice

(We cannot guarantee that you will work at any of your 3 choices. We place people at pools that need staff.)

11) Is pool choice more important than number of hours per week? No Yes

12) Would you be willing to work indoors if you receive more hours of work per week? No Yes

13) Number of hours you prefer to work: 5 to 10 10 to 20 20 to 30 30 to 40 Other _____

14) Time of Day you can work: Anytime Morning Evening Afternoon

15) What is your means of transportation? _____

16) Other Comments in regard to your work schedule or in general: _____

Earliest date you can report to work: _____

Latest date you can work: _____ Why? _____

Between starting and ending dates, will there be any times you cannot work? No Yes

If yes, please state dates, how long and why: _____

Do you expect to be engaged in any other employment from June through September 13, 2012? No Yes

If yes, please explain: _____

Do you expect to take any school classes this Summer? No Yes If yes, please explain: _____

Have you worked for Portland Parks and Recreation previously? No Yes If yes, when and where: _____

REFERRAL INFORMATION: NEW applicant, how did you hear about this job?

Referred by current Portland Parks Aquatics employee: _____
Name of employee

School Newspaper Radio/TV Job Fair Other _____

I understand that if hired by the Aquatics Division of Portland Parks and Recreation, my employment is seasonal and will not extend past my assigned facility's last day of operation. To work on a part-time basis, year-round, I will be required to reapply for those positions in August. I further understand that I am not guaranteed a certain number of hours during the summer season. Hours and schedules are determined by program demand, facility need, weather, mobility, and employee experience.

SIGNATURE: _____ DATE: _____

Have you ever been convicted or paid a fine for an offense other than minor traffic violations or juvenile offenses?

No Yes

If yes, please attach a separate sheet of paper and give details (date, charges, any disposition, etc.) Include DWI, hit and run, and other similar traffic offenses. **Conviction history will not automatically prevent hiring. However, if you have been convicted and you do not so indicate, you will not be hired or you will be terminated.