



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

AQUATICS DIVISION

Summer 2015
RETURNING STAFF
AQUATICS APPLICATION



APPLICATION DEADLINE:
Now, or no later than 3/1/15

PERSONAL INFO

Check Position(s) Applying For:

- Life Guard Only, Jr. Lifeguard Coordinator, Summer Swim League Coach, Lifeguard/Instructor, Diving Instructor, Jr. Swim Instructor Coordinator, Swim Instructor Only, Water Exercise Instructor, Lead Instructor



Please USE INK PEN and WRITE CLEARLY!

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_ HomePhone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Message Ph ( ) \_\_\_\_\_

Have you worked with people with disabilities? Yes No Education: 9 10 11 12 13 14 15 16 17

CERTIFICATIONS

Table with columns: CERTIFICATIONS, ISSUING AGENCY, ISSUE DATE, EXPIRATION DATE. Rows include 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.

SWIM POOL PREFERENCE

Please rank the pools below, from 1 through 3, with 1 being your first choice. (Select ONLY 3.)

INDOOR POOLS:

- Buckman Pool, Columbia Pool, Matt Dishman Pool, EPCC Pool, Mt. Scott Pool, SWCC Pool

OUTDOOR POOLS:

- Creston Pool, Grant Pool, Montavilla Pool, Peninsula Pool, Pier Pool, Sellwood Pool, Wilson Pool

NOTE!
We CANNOT guarantee that you will work at any of your 3 choices. We place people at pools that need staff.

JOB EXPERIENCE

PP&R / STARGUARD LIFEGUARD

I have worked: \_\_\_\_\_ summer(s)

PP&R SWIM INSTRUCTOR

I have worked: \_\_\_\_\_ summer(s)

PP&R WATER EXERCISE INSTRUCTOR

I have worked: \_\_\_\_\_ summer(s)



OTHER EMPLOYMENT

Blank lines for other employment information

## HOURS YOU ARE AVAILABLE TO WORK

FROM	SUN	MON	TUES	WED	THURS	FRI	SAT
TO							

Please list additional comments about your work schedule (i.e. — vacations, swim practices, school):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The more flexible your schedule is, the easier it will be to schedule your hours. **You are not guaranteed the hours you list**, but listing your hours of availability will give your supervisor a better idea of how to schedule their staff. While we will attempt to schedule you within the hours per week listed with your pool assignment, we will be limited by the flexibility of your schedule. Therefore we may not be able to allocate your range of hours listed.*

**EMERGENCY NOTIFICATION**

TODAY'S DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONSIDERATIONS STAFF NEEDS TO KNOW: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSON TO NOTIFY IN CASE OF EMERGENCY:**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

- I agree to have CURRENT CERTIFICATION, as it relates to my Aquatic position, valid through September 2015. I will attend all mandatory staff meetings, orientation and inservices throughout Summer 2015.

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.**

SUMMER 2015

# 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.



*Portland Parks & Recreation values a diverse workforce and seeks ways to promote equity and inclusion within the organization. PP&R encourages candidates with knowledge, ability and experience working with a broad range of individuals and diverse communities. Although not required, PP&R encourages candidates that can fluently speak another language to include that information in your application.*

## 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**

**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.**

**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.**

# **PART-TIME AQUATIC EMPLOYEE SALARIES**

CATEGORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
LIFEGUARD	\$9.75	\$10.00	\$10.25	\$11.00	\$11.25	\$11.50
SWIM INSTRUCTOR***	\$10.50	\$10.75	\$11.00	\$11.75	\$12.50	\$13.25

## **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 Sheryl Juber at 503-823-5130.**

**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](mailto: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
<b>BASE WAGE</b>	<b>\$11.00</b>	<b>\$11.50</b>	<b>\$14.00</b>	<b>\$15.00</b>	<b>\$16.00</b>	<b>\$20.00</b>

**Progression of Steps:**

<b>STEP 1:</b> <b>TRAINING WAGE</b> .....	<b>\$11.00</b>
Wage during co-teaching phase, new to teaching, for 2 weeks to 2 months (Depending on frequency and success of teaching).	
<b>STEP 2:</b> <b>BEGINNER WAGE-Instruction without a national certification</b> .....	<b>\$11.50</b>
Instructors have within one year from hire or one year from taking PP&R class to receive national certification.	
<b>STEP 3:</b> <b>BEGINNER WAGE-Instruction with a national certification. Have taught 1-2 years</b> .....	<b>\$14.00</b>
<b>STEP 4:</b> Have taught 3-4 years .....	<b>\$15.00</b>
<b>STEP 5:</b> Have taught 5-6 years (top pay rate without multiple certifications).....	<b>\$16.00</b>
<b>STEP 6:</b> Multiple professional fitness instructor certifications (ie: AEA, ACE, Hydro-fit, IDEA) .....	<b>\$20.00</b>

**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 for 1.25 hrs (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.**



# **TRAINING DATES TO REMEMBER!**

All employees are required to attend orientation meetings prior to the start of summer employment and periodic meetings/in service training during the season. Please reserve the following dates for this summer season. Locations and times of each training have not been confirmed and will announced at a later date. Additional dates during summer will be provided at orientation.

<b>Saturday, May 30</b>	<b>All Lifeguard Staff Skill Test</b>
<b>Sunday, May 31</b>	<b>Uniform Distribution Day</b>
<b>Thursday, June 11</b>	<b>New Staff Orientation (evening)</b>
<b>Friday, June 12</b>	<b>All Staff Training</b>
<b>Saturday, June 13</b>	<b>Walk-In Swim Lesson Registration</b>
<b>Monday, June 15</b>	<b>Pool Open – Programs Begin</b>

**All dates are subject to change.**