



**Chehalem Park and Recreation District
Invites applications for the position of:**

Aquatic Specialist

Salary: \$31,200

Benefits: Excellent health benefit with matching 401K program; facility membership; discounted daycare

Opening Date: January 29, 2018

Closing Date: February 16, 2018

Location: Chehalem Aquatic & Fitness Center, Newberg Oregon

Definition: To assist the aquatic coordinator in various aquatic duties as assigned

Schedule: Schedule is flexible with seasonal programming and manpower needs

The Facility:

Chehalem Park and Recreation District is in the process of constructing a new Aquatic & Fitness Center (located at 1802 Haworth Avenue). Phase 1, the Aquatic Center, is scheduled for completion May 2018 and will provide the community with meeting rooms, locker rooms, hot tub (spa), saunas, competition and leisure pools. The leisure pool will include such amenities as a kiddies' area, lazy river, vortex, and a deep pool (diving board, drop slide, and climbing walls). Phase 2, is the renovation of the existing facility into a Fitness Center complete with a regulation gymnasium, elevated indoor walking track, weight room (enlarged), cardio area, and an exercise studio.

Supervision Received and Exercised:

The Aquatic Specialist receives general supervision and direction from the Aquatic Coordinator and will provide supervision for part-time lifeguard and instructional staff.

Essential Job Functions:

- Assist and supervise American Red Cross lifeguard and learn-to-swim instructional programs.
- Involvement with program planning which would include a variety of specialty programs such as, pool parties, special events etc.
- Assist coordinator in staff supervision, meeting preparations and in-service training sessions.
- Be aware of public health requirements in an aquatic facility. May be required to provide pool maintenance from time to time (water chemistry, pool vacuuming etc).
- Ability to analyze complex programming problems, evaluate alternatives and recommend or adopt effective courses of action
- Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem solving.
- Practice safe work habits and contribute to the safety of self, co-workers and the general public
- Support and respect diversity of the community and in the workplace

Qualifications & Certifications:

- Must be at least 21 years of age
- Current ARC lifeguard certification (or equivalent as approved by the state health department)
- Current ARC Water Safety Instructor certification
- Current ARC Lifeguard Instructor (LGI) certification or possess the ability to obtain this certification

- Have strong swimming capabilities
- Current Certified Pool Operator or equivalent or ability to become certified
- Knowledge of state health and safety requirements for general use swimming pools
- Knowledge on industry standard safe aquatic practices and ability to recognize potentially hazardous situations

Ability to:

- Plan conduct and perform the full range of duties
- Perform work involving the use of independent judgment and personal initiative
- Correctly interpret and apply the policies and procedures of the function to which is assigned.
- Identify occupational hazards and use safety precautions
- Maintain a neat, professional appearance
- Maintain a neat and organized work area
- Establish and maintain effective working relationship with supervisor, co-workers, program participants and the general public
- Be a positive role model and provide leadership to subordinate staff members
- Lift up to 60 pounds and be able to retrieve a 200 pound individual from 12 feet of water
- Work well in a group and individually
- Maintain high levels of productivity with minimum supervision
- Must have a good keyboarding skills and a working knowledge of Microsoft Office software and the ability to learn electronic registration and scheduling programs
- Other duties as assigned

Experience and Training Guidelines:

Any equivalent combination of education, experience and training that would likely provide the applicant with the knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two (2) years of experience in aquatic facility programming and supervision

And

- Associates degree in recreation or fitness management (or other related field)

Application Instructions:

Applicants must submit a cover letter and professional resume, specifically focused on your qualifications for this position.

- Your cover letter should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications.
- Your resume and cover letter should be no more than a total of to (3) pages combined.
- Your resume and cover letter must be submitted along with the Chehalem Park and Recreation employment application form which can be found online at cprdnewberg.org
- Applications and cover letters/resumes shall not be accepted electronically

Please submit resume via US Postal Service to:
Tara Franks, Aquatic Coordinator
Chehalem Park and Recreation District
125 S. Elliott Rd.
Newberg, OR 97132

Or in person to:
Tara Franks, Aquatic Coordinator
Chehalem Aquatic & Fitness Center
1802 Haworth Ave
Newberg, OR