

**POSITION TITLE:** Pool Assistant Manager  
**SALARY:** \$15.50-\$18.50 per hr

**REPORTS TO:** Recreation Supervisor, Parks & Recreation

**BASIC FUNCTION:**

The incumbent, under the general direction of the Parks & Recreation Supervisor, is responsible for development and maintenance of the efficiency, attitude, appearance and morale of the pool staff. Supervision of the aquatic's facility and staff during general activities of facility. Some facility maintenance, and chemical handling required.

**TYPICAL DUTIES:**

1. Plan, implement, and monitor all approved aquatics programs.
2. Exercise supervisory authority over staff assigned to the Aquatics Division, make effective recommendations to the Department Supervisor regarding recruitment, employee discipline, status changes, and dismissals. Conduct timely performance evaluations on all aquatic staff.
3. Maintain accurate records reflecting chemical check
4. Assure maintenance and operations are performed according to acceptable standards, and monitor all safety and sanitary conditions.
5. Assure that aquatic facility and equipment is maintained at an acceptable level.
6. Perform lifeguard/instructor duties when needed.
7. Recommend changes and additions to Aquatic Center facility and programs.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent. Three years of progressively responsible experience in a commercial/ municipal aquatics facility operation with one year as a lifeguard and one year of previous supervisory experience.
2. Must possess a current American Red Cross Lifeguard Training Certificate, Standard First Aid, and CPR-PR certification or equivalent training/certification as recognized by the State of Oregon or Red Cross. CPO preferred.
3. Demonstrated knowledge of health code regulations.
4. Knowledge of basic pool operations including water testing, chemical adjustment, pool cleaning, and filter operation.
5. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
6. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
7. Must have and be able to maintain a valid driver's license.
8. This position requires a criminal background investigation.

**RESPONSIBILITIES:**

Oversee lifeguard surveillance along with patron customer service needs. Hourly chemical and facility checks. Oversee and works alongside of admission and concession staff.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY WITH LG CERT	RETURNING YEAR 2	Certified Pool Operator (CPO)	Lifeguard Instructor (LGI)	RETURNING YEAR 3
\$15.50	+ \$.50	+ \$1.00	+\$1.00	+\$\$.50

**POSITION TITLE:** Lifeguard  
**SALARY:** \$13.70-\$14.20 per hr

**BASIC FUNCTION:**

Provide for the safety of spectators, participants and staff involved in aquatic activities.

**TYPICAL DUTIES:**

1. Monitor and enforce proper safety rules and activities in swimming area to prevent accidents and provide assistance to swimmers.
2. Perform lifesaving and first aid procedures as needed.
3. Provide routine clean up, sanitation and general maintenance in pool and locker room areas.

**MINIMUM QUALIFICATIONS:**

1. Fifteen (15) years of age at time of employment.
2. Current Red Cross Lifeguard Training, Standard First Aid, AED, CPR for the Professional Rescuer, or equivalent training as recognized by the American Red Cross or State.
3. Ability to demonstrate all lifesaving and first aid skills as required by the position.
4. A background investigation will be conducted on final candidates. This position requires a criminal background check.

**RESPONSIBILITIES:**

To assure the safety of the water at the Aquatic Center.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	LIFEGUARD CERTIFICATION ( REQUIRED)	Returning Year 2	RETURNING YEAR 3
\$13.20	+ \$.50	+ \$.25	+\$\$.25

**POSITION TITLE:** Swim Instructor  
**SALARY:** \$13.20-\$15.20 per hr

**BASIC FUNCTION:**

Provide for the safety of spectators, participants and staff involved in aquatic activities and present and teach aquatic instructional programs.

**TYPICAL DUTIES:**

1. Lead the Instruction to students in our Learn to Swim Program
2. Perform aquatic instruction at all levels of aquatic programs
3. Monitor and enforce proper safety rules and activities in swimming area to prevent accidents and provide assistance to swimmers.
4. Provide routine clean up, sanitation and general maintenance in pool and locker room areas.

**MINIMUM QUALIFICATIONS:**

1. Sixteen (16) years of age at time of employment.
2. Recommended Current Red Cross Lifeguard Training, Standard First Aid, AED, CPR for the Professional Rescuer, or equivalent training as recognized by the American Red Cross or State and Water Safety Instructor certification.
3. Recommended Current WSI certificate
4. A background investigation will be conducted on final candidates. This position requires a criminal background check.

**RESPONSIBILITIES:**

To teach in our learn to swim program at the Aquatic Center.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	LIFEGUARD CERTIFICATION	WATER SAFETY INSTRUCTOR (WSI)	RETURNING YEAR 2
\$13.20	+ \$.50	+ \$1.00	+\$ .50

**POSITION TITLE:** Swim Instructor Aide  
**SALARY:** \$13.20-\$13.95 per hr

**BASIC FUNCTION:**

Provide for the safety of spectators, participants and staff involved in aquatic activities and present and teach aquatic instructional programs.

**TYPICAL DUTIES:**

1. Help in the Instruction to students in our Learn to Swim Program
2. Perform aquatic instruction at all levels of aquatic programs
3. Monitor and enforce proper safety rules and activities in swimming area to prevent accidents and provide assistance to swimmers.
4. Provide routine clean up, sanitation and general maintenance in pool and locker room areas.

**MINIMUM QUALIFICATIONS:**

1. Fourteen (14) years of age at time of employment.
2. Recommended Current Red Cross Lifeguard Training, Standard First Aid, AED, CPR for the Professional Rescuer, or equivalent training as recognized by the American Red Cross or State
3. A background investigation will be conducted on final candidates. This position requires a criminal background check.

**RESPONSIBILITIES:**

To teach in our learn to swim program at the Aquatic Center.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	LIFEGUARD CERTIFICATION	RETURNING YEAR 2
\$13.20	+ \$.50	+\$ .25

**POSITION TITLE:** Admission and Concession

**SALARY:** \$13.20-\$13.70 per hr

**BASIC FUNCTION:**

Provide an enjoyable experience at the facility with customer service with knowledge of programs and products.

**TYPICAL DUTIES:**

1. Provide assistance to swimmers and customers.
2. Review and remember aquatic programs and rules.
3. Perform money handling skill and night accounting.
4. Provide concession in a timely manner with product knowledge.
5. Provide routine clean up, sanitation and general maintenance at facility.

**MINIMUM QUALIFICATIONS:**

1. Fifteen (15) years of age at time of employment.
2. Current food handler card.
3. Ability to have correct social skills to interact with public.
4. A current First aid and CPR card or ability to obtain one.
5. A background investigation will be conducted on final candidates. This position requires a criminal background check.

**RESPONSIBILITIES:**

To assure the people with proper information at the Aquatic Center and provide outstanding customer service at the front admissions or concession stand.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	RETURNING YEAR 2	RETURNING YEAR 3
\$13.20	+\$ .25	+\$ .25

**POSITION TITLE:** Concession/Admission Lead Worker  
**SALARY:** \$14.50- \$15.00 per hr

**REPORTS TO:** Recreation Supervisor, Parks & Recreation

**BASIC FUNCTION:**

The incumbent, under the general direction of the Parks & Recreation Supervisor, is responsible for coordination, supplies and supervision of the admissions and concession staff. They oversee the pool passes, event bookings and rentals for the facility. Accountability for end of the night tills and receipts.

**TYPICAL DUTIES:**

1. Exercise supervisory authority over admission and concession staff assigned to the Aquatics Division, make effective recommendations to the Department Supervisor regarding recruitment, employee discipline, status changes, and dismissals. Conduct timely performance evaluations on all aquatic staff.
2. Maintain a system of accountability for cash, receipts and deposits.
3. Maintain accurate records reflecting product needs and orders.
4. Assure maintenance and operations are performed according to acceptable standards, and monitor all safety and sanitary conditions.
5. Assure that aquatic facility restrooms during daily operation are maintained at an acceptable level.
6. Recommend changes and additions to Aquatic Center facility and programs.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent. Previous experience working with customer service with one year of previous supervisory experience.
2. Demonstrated knowledge of health code regulations.
3. Knowledge of basic register operations including money counting, record keeping and credit card machine.
4. Understand and can run standard concession stand equipment.
5. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
9. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
10. Must have and be able to maintain a valid driver's license.
11. This position requires a criminal background investigation and a credit history background check.

**RESPONSIBILITIES:**

Oversee and works along side of admission and concession staff.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	RETURNING YEAR 2	RETURNING YEAR 3
\$14.50	+\$ .25	+\$ .25

**POSITION TITLE:** Lesson/Event Coordinator

**SALARY:** \$15.00- \$16.50 per hr

**REPORTS TO:** Recreation Supervisor, Parks & Recreation

**BASIC FUNCTION:**

The incumbent, under the general direction of the Parks & Recreation Supervisor, is responsible for development, coordination, and supervision of the aquatics Lesson and event at facility This would include program planning and implementation, some facility maintenance, and supervision of staff.

**TYPICAL DUTIES:**

1. Plan, implement, and monitor all approved aquatics lesson programs.
2. Exercise supervisory authority over staff assigned to the Aquatics Division, during lesson or events, make effective recommendations to the Department Supervisor regarding recruitment, employee discipline, status changes, and dismissals. Conduct timely performance evaluations on all aquatic staff.
3. Maintain accurate records reflecting lessons and events.
4. Advertise and promote programs.
8. Perform lifeguard/instructor duties when needed.
9. Recommend changes and additions to Aquatic Center facility and programs.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent. Two years of WSI experience in a commercial/ municipal aquatics facility with one year as a lifeguarding experience. One year of previous supervisory experience recommended.
2. Must possess a current American Red Cross Lifeguard Training Certificate, Standard First Aid, and CPR-PR certification or equivalent training/certification as recognized by the State of Oregon or Red Cross. Current Water Safety Instructor certification required. CPO preferred.
3. Demonstrated knowledge of health code regulations.
4. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
5. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
6. Must have and be able to maintain a valid driver's license.
7. This position requires a criminal background investigation and a credit history background check.

**RESPONSIBILITIES:**

Oversee instructor and lifeguard surveillance along with supervision of front admission during lessons. Event coordination, advertising and implementing.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	RETURNING YEAR 2	WATER SAFETY INSTRUCTOR (WSI)	RETURNING YEAR 3
\$15.00	+\$ .25	+ \$1.00	+\$ .25

**POSITION TITLE:** Aquatic Class Instructor

**SALARY:** \$15.00-\$20.00 per hr

**BASIC FUNCTION:**

Teach various Aquatic Classes such as Lifeguarding, Water aerobics, Scuba, Jr. lifeguarding, Kayaking or any other aquatic activity that may be needed.

**TYPICAL DUTIES:**

1. Perform aquatic instruction for aquatic programs
2. Monitor and enforce proper safety rules and activities during classes to prevent accidents
3. Provide organization, general class preparation and class clean up on a daily basis.

**MINIMUM QUALIFICATIONS:**

4. Eighteen (18) years of age at time of employment.
5. Current Certifications required for class such as: Red Cross Lifeguard Training, Standard First Aid, AED, CPR for the Professional Rescuer and Water Safety Instructor certification.
6. Ability to demonstrate all lifesaving and first aid skills as required by the position.
7. A background investigation will be conducted on final candidates. This position requires a criminal background check.

**RESPONSIBILITIES:**

To assure a safe and enjoyable class at the Aquatic Center.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	PER CERTIFICATION	RETURNING YEAR 2	RETURNING YEAR 3
\$15.00	+\$1.00	+ \$.50	+\$1.50



**POSITION TITLE:** Shift Manager/Head lifeguard

**SALARY:** \$14.25-\$14.75 per hr

**REPORTS TO:** Recreation Supervisor, Parks & Recreation

**BASIC FUNCTION:**

The incumbent, under the general direction of the Parks & Recreation Supervisor and Pool Assistant Manager, is responsible for development and maintenance of the efficiency, attitude, appearance and morale of the pool staff. Supervision of the aquatic's facility and staff during general activities of facility. Some facility maintenance, and chemical handling required.

**TYPICAL DUTIES:**

1. Monitor all approved aquatics programs.
2. Exercise supervisory authority over staff assigned to the Aquatics Division
3. Maintain accurate records reflecting chemical check
4. Assure maintenance and operations are performed according to acceptable standards, and monitor all safety and sanitary conditions.
5. Assure that aquatic facility and equipment is maintained at an acceptable level.
6. Perform lifeguarding, Admissions, Concession and Manager duties when needed.
7. Recommend changes and additions to Aquatic Center facility and programs.

**MINIMUM QUALIFICATIONS:**

1. One year of progressively responsible experience in a commercial/ municipal aquatics facility operation with one year as a lifeguard.
2. Must possess a current American Red Cross Lifeguard Training Certificate, Standard First Aid, and CPR-PR certification or equivalent training/certification as recognized by the State of Oregon or Red Cross.
3. Demonstrated knowledge of health code regulations.
4. Knowledge of basic pool operations including water testing, chemical adjustment, pool cleaning, and filter operation.
5. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
6. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
7. Must have and be able to maintain a valid driver's license.
8. This position requires a criminal background investigation.

**RESPONSIBILITIES:**

Oversee lifeguard surveillance along with patron customer service needs. Hourly chemical and facility checks. Along with learning the Admission and Concession operation.

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.

BEGINNING PAY	LIFEGUARD CERTIFICATION (REQUIRED)	RETURNING YEAR 2	RETURNING YEAR 3
\$13.75	+ \$.50	+ \$.25	+.25

**Pay scale notes**

Minimum wage plus the following  
Manager/ Coordinator Position = \$2.50  
Lead position = \$2.00  
Lifeguard certification = \$.50  
Water safety instructor = \$1.00  
Certified Pool Operator (CPO) = \$1.00  
Lifeguard Instructor (LGI) = \$1.00  
Returning employee = \$.25  
Third year returning = \$.25

Admissions and Concessions **SALARY:** \$13.20-\$13.70 per hr  
Swim Instructor Aide **SALARY:** \$13.20-\$13.95 per hr  
Swim Instructor **SALARY:** \$13.20-\$15.50 per hr  
Lifeguard **SALARY:** \$13.70-\$14.20 per hr  
Shift Manager/Head lifeguard **SALARY:** \$14.25-\$14.75 per hr  
Concession/Admission Lead Worker **SALARY:** \$14.50- \$15.00 per hr  
Pool Assistant Manager **SALARY:** \$15.50-\$18.50 per hr  
Lesson/Event Coordinator **SALARY:** \$15.00- \$16.50 per hr  
Aquatic Class Instructor **SALARY:** \$15.00-\$20.00 per hr