

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

\_\_\_\_\_

*AQUATICS DIVISION*

**Fall/Winter/Spring 2013-2014  
AQUATICS STAFF APPLICATION**

(check one)  **RETURNING STAFF**     **NEW STAFF**



**Please USE INK PEN  
and WRITE CLEARLY!**

**PERSONAL INFORMATION**

**Check Position(s) Applying For:**  
 Lifeguard Only     Lifeguard/Instructor     Swim Instructor Only  
 Diving Instructor     Water Exercise Instructor

Name \_\_\_\_\_ Email \_\_\_\_\_  
 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 \_\_\_\_\_  
 Have you worked with people with disabilities?     Yes     No

**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 Exer. Inst.	_____	_____	_____
Other	_____	_____	_____

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

\*Employees of the Portland Parks & Recreation Aquatics Department are required to hold the following certifications:

**LIFEGUARD:** • Ellis & Associates Lifeguard Certification (includes First Aid and CPR)

**SWIM INSTRUCTOR:** • Portland Parks Swim Instructor Certification  
• First Aid and CPR

**WATER FITNESS INSTRUCTOR:** • Portland Parks Fitness Instructor Certification  
• First Aid and CPR

**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, 320 SE 16th Ave
- \_\_\_ Columbia Pool, 7701 N Chautauqua
- \_\_\_ Dishman Pool, 77 NE Knott
- \_\_\_ EPCC Pool, 740 SE 106th
- \_\_\_ Mt. Scott Pool, 5530 SE 72nd
- \_\_\_ SWCC Pool, 6820 SW 45th Ave

**I have worked \_\_\_\_\_ summers  
for Portland Parks & Recreation  
Aquatics Division.**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOURS YOU ARE AVAILABLE TO WORK**

	SUN	MON	TUES	WED	THURS	FRI	SAT
FROM							
TO							

**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
			_____
			_____
Reason for leaving: _____			

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

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

**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 my term of employment at PP&R. I will attend all mandatory staff meetings, orientation and inservices through my term of employment at PP&R.
- I understand that if hired by the Aquatics Division of Portland Parks and Recreation, I will work on a part-time basis, year-round.
- I will be required to reapply for those positions. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by program demand, facility need, weather, mobility and employee experience.

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.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_





# 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 \$50.00 discount on the **E & A Lifeguard Certification Course**.  
Call 503-823-5130 for dates and times of courses.

- ▶ 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.**





# **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 \$50.00 discount on the **Portland Parks Swim Instructor Certification Course.**
  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	\$9.25	\$9.50	\$9.75	\$10.75	\$11.00	\$11.25
SWIM INSTRUCTOR***	\$9.75	\$10.25	\$10.75	\$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 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](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>\$10.50</b>	<b>\$11.00</b>	<b>\$14.00</b>	<b>\$15.00</b>	<b>\$16.00</b>	<b>\$20.00</b>

## Progression of Steps:

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

