

City of Klamath Falls

Human Resources

226 S. 5th Street, P.O. Box 23

Klamath Falls, Oregon 97601

(541) 883-5317 FAX (541) 883-5251

INTERNAL & EXTERNAL JOB POSTING



Ella Redkey Assistant Pool Manager

The City of Klamath Falls is currently accepting applications for the position of Ella Redkey Assistant Pool Manager.

SUMMARY:

An employee in this position works under the immediate supervision of the Pool/Parks & Recreation Special Projects Manager and is responsible for performing various management responsibilities in relation to the smooth operation of the City Pool. These will include supervision of the pool maintenance personnel, lifeguard staff and pool cashiers. The Assistant Pool Manager conducts and/or manages coaching and fitness instruction. This position is also responsible for program management and building strong relationships with the community.

EXAMPLES OF DUTIES: Full job description available on the City website at www.klamathfalls.city

Manage pool facility's daily functions and activities to include lifeguard duties, swim lesson instruction, teach water safety education, lifeguard certification and other programs as necessary. Supervise pool staff, including personnel functions, scheduling, training and time reporting. Supervise and evaluate lessons and lesson programs. Responsible for all aquatic programming including all swim lessons, certifications, and special events within the aquatic facility. Performs and develops operation management software system. Creates, updates, maintains and monitors Ella Redkey Pool website and social media communications. Monitor safety programs relating to aquatic staff and facilities. Implement and oversee all risk management efforts of the pool facility as directed by the Pool/Parks & Recreation Special Projects Manager. Create, encourage, and support development opportunities for staff, including training programs, and individual mentoring. Prepare regular written communication such as monthly and annual reports which may include but are not limited to participation reports and equipment inventory reports, as needed.

REQUIRED: Education and/or experience:

Education and/or Experience: One year in management of physical education and two years of experience with demonstrated skill in organizing and implementing aquatic activities. Equivalent work experience may be substituted for education. Two years of relevant experience is required which must include: 1) experience in supervising aquatic facilities and programs 2) extensive customer service training and experience.

License/Certifications:

- Required: Lifeguard Instructor (LGI) Certification; Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) Certification; CPR and First Aid Certification, and Bloodborne Pathogens Training
- Preferred: Group Exercise or Aquatic Exercise Instructor Certification; American Swim Coaches Association (ASCA) Level 2 Coaching Certification; Water Safety Instructor (WSI) or other National Lesson Instruction Certification; National Aquatic Management School Certification or course completion

Desired: Experience in pool management and general physical activity.

SALARY RANGE: \$2,969 - \$4,161 per month DOE plus benefits



The City of Klamath Falls is accepting applications for the position of Ella Redkey Assistant Pool Manager until position is filled. Complete job description and application packets are available at the City website at <https://www.klamathfalls.city> or at the City's Human Resources office located at 226 S. 5th Street, Klamath Falls, Oregon 97601. Applications may be dropped off at the HR office Mon. – Fri. from 8:00 a.m. – 12:00 p.m., emailed to tthompson@klamathfalls.city or mailed to City of Klamath Falls, ATTN: HR, P.O. Box 237, Klamath Falls, OR 97601.

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The City of Klamath Falls is an Equal Employment Opportunity Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, genetics, status as an individual with a disability, marital status, family relationship, or other protected status in accordance with state and federal equal employment opportunity laws.

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