

PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon
August 1, 2011

VACANCY NOTICE

POSITION: LESSON SUPERVISOR FOR CLEMENS COMMUNITY POOL (CCP)

DESCRIPTION:

CCP supports an American Red Cross orientated swimming lesson program. The lesson supervisor oversees scheduling, staff, programming for CCP public lessons. Responsible to the Aquatic Director.

QUALIFICATIONS: Must hold current certifications in:

- Red Cross CPR/AED PR, First Aid
- Red Cross Lifeguard Training
- WSI
- High School Diploma or GED equivalent
- Minimum two years experience teaching as WSI instructor
- Minimum two years experience working in a supervisory position, related to aquatics preferred
- Proven organizational skills and project/program management experience
- Good verbal and written communication skills
- Good customer service skills

RESPONSIBILITIES: The Lesson Supervisor is expected to:

- Open and close the facility when required
- Help in the hiring process of swimming lesson instructor and instructor aides
- Conduct evaluations of the instructor staff and give constructive feedback as needed
- Perform regular facility supervisor duties
- Maintain and operate the swimming lesson and private lesson programs
- Assist in scheduling instructors and instructor aides for each swimming lesson session
- Maintain good patron relations
- Obtain, maintain and file all required documentation related to the lesson programs
- Available to work all public swimming lesson programs
- Perform other duties as they are assigned

WORK SCHEDULE / SALARY: Hours vary: Monday & Wednesday from 5:00 p.m. – 7:30 p.m. \$9.50/hour

APPLICATION: All interested individuals should submit a resume and completed District application packet to:

Jennifer Mellein, Aquatic Director
Clemens Community Pool - PHS
2054 Applegate Street
Philomath OR 97370
(541) 929-3584

Applications will be accepted until the position is filled.

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin or the presence of a non-job related handicap. Reasonable accommodations for the application and interview process will be provided upon request and as required by the Americans with Disabilities Act of 1990. Disabled persons may contact the Superintendent, at (541) 929-3169 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.

vacancy notices/other/pool supervisor 0811