



The Ashland Parks and Recreation Commission (APRC) invites applications
for the position of:

Daniel Meyer Memorial Pool Manager

Classification: Temporary, Full Time (30-40 per week)
Duration: April – August 2023
Salary: \$22.52 per hour
Opening Date: February 1, 2023
Closing Date: March 19, 2023

Summary:

This is a full-time temporary position supervising staff and operations of the Daniel Meyer Memorial Pool aquatic facility. The Daniel Meyer Memorial Pool Manager reports directly to the APRC Recreation Manager and Deputy Director. The manager will be responsible for daily supervision of business and programming operations.

Typical Job Duties

- Create and communicate staff schedules to employees
- Communicate accurate information to customers about pool schedules, policies, and procedures
- Supervise employees to complete daily tasks meeting APRC customer service standards
- Organize facility and equipment to deliver programming according to APRC standards
- Organize and implement regular communication with employees to develop job-related skills and meet APRC performance standards

Essential Job Functions

- Understand and apply best practices of lifeguarding and swim lesson instruction as instructed by APRC staff and licensing organizations
- Understand operation of cashier system and supervise all staff to perform cash handling and daily deposit according to APRC standards
- Implement and supervise adherence to emergency action procedures when necessary
- Demonstrate and enforce adherence to APRC Values, performance standards, policies, and procedures including proper attire and communication at all times
- Provide exceptional customer service according to APRC standards at all times
- Perform all job-related duties assigned by APRC Management Staff

Required Qualifications

- Must be able to provide assistance to customers and staff to complete all duties associated with emergency action plan management including:
 - Operating a telephone
 - Operating a computer
 - Operation and transportation of pool equipment including backboard, AED and first aid equipment
 - Effectively communicate with large groups of people to comply with safety protocol
- Must be able to provide assistance to customers and staff to complete all duties associated with regular pool operation including moving guard stand, chair lift, and pool vacuum with appropriate assistance as needed
- Must be able to perform job-related duties in abnormal working environments associated with extreme temperatures, inclement weather, communicable diseases, poor air quality, and wildfire events in accordance with OSHA and Oregon Health Authority requirements.
- Must be 18 years of age or older
- Must have availability that supports operation of the pool on weekdays and weekends including all holidays and evenings
- Ability to complete lifeguard certification training including all First Aid, AED, and CPR requirements

How to Apply

A resume/CV including applicable skills and work history can be submitted to:

Melissa Crowell
Office Services Employment Specialist
melissa.crowell@expresspros.com
541-779-5522

If accommodations are required for applicants to participate in the recruitment process, please contact:

Lonny Flora
APRC Recreation Manager
lonny.flora@ashland.or.us
541-552-2250.

Ashland Parks and Recreation Commission follows Oregon Law regarding Veteran's Preference in Public Employment and is an equal opportunity employer. All employees and applicants for employment will receive equal employment opportunity, regardless of their race, color, religion, gender identity, national origin, age, and/or disability in all employment decisions.

APRC Values

COMMUNITY

We value the cultural, social and ecological diversity of our community. That's why APRC is committed to the health of our team, our public and our environment, every day. We are

responsive to our community by public processes that build trust through transparency and equity. Our tool-kit includes kindness, fairness and a heaping serving of fun!

EDUCATION

We believe that learning improves our quality of life. That's why APRC works collaboratively with partners to cultivate curiosity in our community. We provide accessible opportunities to all, stimulating life-long learning through internal trainings, youth education, recreational programs, publications and events that both inspire and connect.

PRIDE IN WORK

We are inspired to do better and be better. That's why APRC is committed to excellence through teamwork, innovation and integrity. We hold ourselves professionally accountable to our customers, to our partners, to one another and to ourselves. We love our work, so every day we show up with creativity, compassion and a sense of humor.

STEWARDSHIP

We are grateful to be entrusted with public lands. That's why APRC undertakes careful planning to protect both our natural resources and our fiscal sustainability. As stewards, we take a long view of our responsibility, and we work together with our community and volunteers striving to enhance the beauty, diversity and ecological integrity of our parks.