



Position Title: Aquatics Instructor
Organizational Level: Instructor/Specialist
Duration/Status: Regular, part-time (approx. 20 hours per week, including weekends). This position is not exempt from overtime.
Pay: Starting rate \$11/hr. (more depending on experience).
Requirements: Must pass background check and drug screening upon hire.
Submission Detail: Position open until filled. Applications reviewed weekly. Submit application materials by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9th Street, Nehalem, or electronically to ncrd@ncrdnehalem.org.

A completed NCRD Employment Application must be submitted to be considered for the position. Failure to complete this document will disqualify the applicant from the recruitment process.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

General Description

Under general supervision, the **Aquatics Instructor** teaches swim lessons and water safety with the youth "Learn to Swim" programs, and conducts classes for adults in the aquatic fitness. Incumbents coach the swim team. May serve as a Lifeguard for public swims and aquatics events/activities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Aquatics Director and/or Swim Program Manager. Incumbents in this class do not routinely provide supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

1. Provides aquatics instruction and supervision for pre-school & school age children and adults.
2. Provides a consistent, capable, vigilant, and professional lifeguard presence.
3. Follows opening and closing procedures, records patron attendance, and receives fees.
4. Logs pool chemistry and temperature.
5. Completes Incident/Accident Reports as needed, ensuring accuracy and thoroughness.
6. Participates in pool schedule as lifeguard.
7. Coaches and promotes swim team.
8. Performs other job related duties as assigned.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Aquatics Instructor**. A typical way of obtaining the required qualifications is to possess the equivalent of some swimming instruction experience.

License/Certificate:

Possesses certifications as a Lifeguard from the American Red Cross (ARC), First Aid (AHA or ARC) and CPR/AED for the Professional Rescuer (AHA or ARC).

Possession of the following certifications are desirable, but not mandatory: Water Safety Instructor (ARC), Fitness Professional Certification (AEA), First Aid & CPR Certified Trainer (ARC or ADA); Fitness Leader (YMCA); Arthritis Foundation Instructor for Land and Water; Specialty Instructor for Special Populations (Water Therapy), Deep Water Instructor.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Qualifications

1. Knowledge of principles, practices and methodologies of swim instruction for varying age groups.
2. Ability to comfortably perform ARC Lifeguard prerequisite swim test at any time.
3. Ability to attend Aquatics Program staff meetings.
4. Demonstrated initiative, yet able to take direction.
5. Demonstrated attention to detail, trustworthiness, and strong work ethic.
6. Ability to pass required background check and pre-employment drug screening.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping negotiating stairs and climbing out of a pool in the performance of daily activities. May require lifting of objects weighing up to 50 pounds out of the water and lifting/pulling body weight in the water up to 300 pounds. This position may also require spending up to six (6) hours in the water.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
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Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
Application Received by:	Date

North County Recreation District

Veterans Preference Form



Under Oregon law, Veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please contact North County Recreation District at 503.368.7008.

This completed form and the required documentation must be submitted to North County Recreation District Administration Office at the time you submit your application.

A. Qualified Veteran Questions: You may claim Veterans Preference if you check at least one of the four boxes below in Section A and provide proof of eligibility by submitting a copy of your DD-214 or DD-215, Certificate of Release and Honorable Discharge.

ORS 408.225 (d)

- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon for service in the Armed Forces of the United States.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. Qualified Disabled Veteran Questions: You may claim additional employment preference if you can check at least one of the three boxes below in Section B and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or 215, Certificate of Release and Honorable Discharge, Copy 4, and
2. A public employment preference from the United States Department of Veterans Affairs. To order the letter call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225 (b)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans Preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name	Social Security Number	
Signature of Applicant	Date	
Position Applied For		

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming Disabled Veteran points, you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.

**Preference points are allocated as follows: 5 points or .05% for Veterans Preference and 10 points or .10% for Disabled Veterans Preference where a number system or points are used to hire candidates. Points are applied at each step of the process that would result in a disqualification for scores.