

ADMINISTRATION DEPARTMENT

PRESS RELEASE DATE: 2/03/2023 PLEASE POST UNTIL: 4/21/2023

JOB ADVERTISEMENT

CITY POOL MANAGER

(Summer-seasonal position, FLSA Non-Exempt)

\$20 - \$25 per hour, depending on experience; no benefits or accruals.

GENERAL PURPOSE: Under direction of the City Manager, the primary reason this position exists is to manage the operations of the City of Carlton's outdoor swimming pool during the summer season and supervise pool staff/volunteers.

MINIMUM QUALIFICATIONS:

Experience: At least three (3) years of experience in swimming pool management, swimming instruction, lifeguarding or related activity; or any equivalent combination of education, experience and training which demonstrates the required knowledge, skills and abilities.

Education: High school diploma or GED.

SPECIAL QUALIFICATIONS:

- **Required:** Lifeguard Training Certification and Water Safety Instructor and/or two (2) or more years of swim instructor experience.
- **Preferred:** Lifeguard Training Instructor Certification, Water Safety Instructor and/or three (3) or more years of teaching experience.
- Possess a valid Oregon Driver's License.
- Must pass a background investigation.

SELECTION PROCESS:

Application rating on experience and certifications; oral interview and reference check. Hiring is conditional upon a successful criminal background check.

If you are interested in the position, you may pick up a City of Carlton Employment Application at Carlton City Hall or download and fill one out the from the city's website at www.ci.carlton.or.us/jobs.

Please email, fax, mail, or drop off your application in-person to:

Aimee Amerson
City Recorder
945 West Grant Street, Carlton, OR
97111 Fax: (503) 852-7761
aamerson@ci.carlton.or.us

To be considered in the first review of application, submit a City of Carlton application and resume by:

Friday, April 21, 2023 by 4:00 PM

Position vacancy is open until filled.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety sensitive position will be subject to a pre-employment drug test. Those candidates who will be required to hold a driver's license will be subject to a pre-employment DMV records check to ensure a safe driving record.