



CITY OF CANBY

JOB ANNOUNCEMENT

Head Guard / Canby Swim Center

Part Time 20 hours per week - additional hours may be available to fill in during employee leave periods
Non-Exempt / AFSCME Represented

Salary: \$14.20 - \$18.32 / hourly salary, plus City paid PERS & Pro-Rated Benefits

Opens: August 6, 2019

Closes: August 23, 2019 at 5:00 PM

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
zeibera@canbyoregon.gov

SUMMARY AND REQUIREMENTS: **Tentative Work Schedule: Mon-Thu, 2:30 pm – 7:30 pm.** Observe the activities of patrons at the Swim Center in the pool and surrounding areas to protect life, prevent accidents and enforce pool regulations. Responsible for the safety and general welfare of swimmers at the Canby Swim Center. Respond to emergency situations as needed. Rescue swimmers in emergency situations and provide emergency medical treatment. Assist in the maintenance of facilities and equipment. Perform other tasks relative to assigned area of responsibility. Act as Lead person at the Swim Center during early mornings, nights and on weekends. Equivalent to high school education and over two years of lifeguard / instructor experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Leadership skills and good public relation skills are needed. Good physical swimming ability and personal safety skills are required. Must be able to respond both mentally and physically to any emergencies that arise. *(Refer to full Job Description for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013., downloaded from www.canbyoregon.gov, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation and drug screen.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.