

MULTNOMAH ATHLETIC CLUB

*SUMMARY OF JOB OPENINGS for the week of
February 20, 2018 through, February 26, 2018.*

BANQUET SERVER

PT

Banquet Servers are responsible for serving food and beverages to guests at private dining events and setting and bussing tables; ensuring that guests receive prompt, attentive, courteous, and efficient service; and completion of side work and other duties assigned by the Banquet Captain. This position requires considerable standing, walking, pushing and pulling carts, and lifting up to 40lbs. Must be available to work a flexible schedule including weekends and holidays. 2 years previous experience, OLCC and Food Handlers Card required.

BANQUET SETUP ATTENDANT

PT

Setup attendant is responsible for setting up tables and chairs as requested in Banquet Event Orders, maintains cleanliness in Banquet rooms, including floors, windows, walls, and garbage cans and sets up and breaks down club work orders as requested. Required to have availability on evenings, weekends & holidays. Self-motivation, efficiency and good organizational skills. Ability to lift, carry, push, and pull up to 75 lb.; frequently bend, squat, climb, twist, and crawl; reach above shoulders and grasp or squeeze objects; stand and walk on feet for entire shift. Ability to follow directions, assignment worksheets, and work with limited supervision. Demonstrated customer service skills.

BIRTHDAY PARTY ATTENDANT

PT

The Birthday Party Attendant is responsible for the organization and implementation of activities and supervision of children during parties. Provides friendly, responsive service to create an exceptional entertainment experience. Prepares party areas and equipment ensuring they are organized, clean, and safe at all times. Monitors and maintains order to provide a memorable party experience. Assist in the set up and take down of party decorations, refreshments and/or equipment according to purchased party package and ensures appropriate supplies are available prior to party time. Greet and welcome all party participants and assists with party check-in to ensure party starts on time. Assists in the planning, when needed, and implementation of various age-appropriate games, songs, and activities for party participants. Ability to improvise to meet the needs of the children or expectation of the parents. Essential job functions require frequent walking, jogging, running, stooping, bending, and lifting of gymnasium equipment including portable equipment, tables, chairs, and equipment of up to 30 pounds in weight. Must be able to work safely as a team member in moving, setting up, and taking down of large inflatables that may weigh hundreds of pounds. Qualifications: any combination of education and experience equivalent to a High School Diploma and 6 months of age appropriate, programmatic experience with groups of children; requires well-developed verbal and interpersonal skills with members and staff. Ability to interact effectively with a variety of people under a variety of circumstances. Good customer service skills are a necessity; Possession of current CPR and first-aid certifications or ability to obtain both within 90 days of employment.

CATERING SERVICE SUPERVISOR/BANQUET CAPTAIN

PT

Responsible for the successful execution of all catering events. Provide excellent service to members, clients, and guests in a courteous, timely, efficient, and customized manner. Supervise service staff and work closely with the Catering Operations Manager on coaching and discipline. Foster a professional environment which encourages teamwork and cooperation. Continually maintain, improve, and exceed all standards of SHINE, service, member and guest satisfaction, and staff development. Develop a loyal following amongst members, clients, and guests, thus increasing repeat business and furthering the club's reputation of providing exceptional service and high-quality events.

COURT SPORTS ATTENDANT

PT

The Court Sports attendant is responsible for after school classes, evening and weekend gym coverage, and junior weight room shifts. These include setup and take down of equipment, supervising areas of the gym and junior weight room, planning and leading classes and camp related activities, providing first-aid information as needed, helping to ensure functions run smoothly and as planned, and providing MAC signature service while maintaining a friendly, upbeat attitude throughout the shift. The Court Sports attendant is integral in creating a positive and memorable MAC experience. Requires well-developed verbal and interpersonal skills. Contacts will include members, guests and employees. Must be able to interact effectively with a variety of people under a variety of circumstances. Excellent customer service skills are a necessity. One year of experience working in a service oriented position or any combination of education, training and experience that would demonstrate the ability to perform the work of this position is preferred. Prior experience working with kids in a sport environment or working in an organized team sport environment and experience coaching youth sports preferred. Must be available to work afternoon classes during the week as well as evenings and weekends shifts.

DANCE INSTRUCTOR

PT

Requires a high level of skill, experience and knowledge in the field of dance. Must be able to teach multiple dance styles to all ages and abilities from preschool through advanced level. Styles include Hip Hop, Tap, Ballet, Jazz, Contemporary, and Musical Theatre. Provides excellent customer service to students and parents and enforces departmental policies. Ability to effectively communicate with program supervisor. Arrives prepared and brings a high level of creativity and enthusiasm to each class. Must maintain consistent availability.

FACILITEIS PROJECT MANAGER

FT

Provides project management leadership, technical expertise and problem solving capability in support of capital projects and maintenance projects of substantial scope and complexity within multiple engineering disciplines. Implements assigned projects including budgeting, contracting with, and providing direction to and supervising design engineering, construction firms and third party contractors and consultants. Oversees and manages the day-to-day performance of third party service contracts to ensure contract compliance. Qualifications: Bachelor's degree in Architecture, Engineering, Facilities, Construction, or Project Management, Business Administration or a related field. Five years' experience in mechanical and electrical systems maintenance and repair. Five years managerial experience in a complex, multi-phase commercial facility environment. Ability to interpret complex design/construction documents, skill in preparing and presenting oral and written solutions. Experience in negotiating and writing contracts for consultants and contractors is required. Thirty hour General Industry or Construction OSHA certificate is preferred.

FINANCE AND ACCOUNTING DIRECTOR

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Experience in developing and managing a long-range corporate financial plan (capital and operating) for an organization with a diverse set of business operations with widely varying capital and operating characteristics. Directly supervises the finance department and the purchasing department. Provides support and financial expertise to multiple club committees. Periodically may need to attend other committee meetings as requested to provide financial data and analysis as required. Develops and administers accounting, budgetary, statistical, auditing and internal control procedures. Maintains the club's financial records. Evaluates club operations in terms of costs, economic trends, controls and profitability. Initiates reports and recommendations to assist in club management. Oversees all accounting functions including general ledger, accounts payable, accounts receivable, purchasing, fixed assets and payroll. Oversees all billing, collection and credit operations. Ensures all financial and regulatory deadlines are met to include but not limited to the following: governmental filings and payments, insurance payments, 401k payments. Develops and maintains sound financial policies. Develops and maintains general ledger and financial statement formats, producing monthly financial statements including financial performance commentary. Directs and assists department managers in forecasting, developing and achieving capital and operating budgets. Works with insurance broker in procurement of property and liability insurance coverage and manages all claims. Coordinates annual audits and other duties and responsibilities as assigned by General Manager or Board of Trustees. Qualifications: Bachelor's degree from a four-year college or university in Account or Finance and/or a CPA certification required; 10+ years of experience in a senior-level finance or accounting position; knowledge of finance, budgeting, and accounting principles including Generally Accepted Accounts Principles; knowledge of automated financial and accounting reporting systems/business enterprise systems; ability to analyze and communicate financial information in clear and concise terms; experience in dealing with audit including internal and external financial audits, regulatory, payroll, insurance and benefit plans; effective communication with strong verbal and written skills; ability to work effectively with peers in a matrix environment to identify opportunities for improvement and solutions that best meet the organization's needs.

GYMNASTICS INSTRUCTOR

PT; Varied Days/Hours

Teach recreational gymnastics classes for pre-school through middle school kids in a fun, safe, and efficient manner by following the established curriculum and progression. Ability to communicate effectively with children and parents with an enthusiastic attitude. Maintains accurate records of lesson plans, attendance sheets, and skill certificates. Attend staff trainings and special events such as meets, clinics or exhibitions. Previous experience working with kids & gymnastics experience as either a gymnast or a gymnastics instructor is preferred. CPR/First aid trained is preferred.

HOUSEKEEPER

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Performs various janitorial functions related to the lobby areas and locker rooms. Ensures assigned areas within the club are clean and neat throughout the day. Checks and restocks supplies in restrooms. Cleans and disinfects various surfaces in the restroom areas. Requires previous institutional housekeeping experience including a familiarity with housekeeping equipment, chemicals, and supplies. Essential job functions require the ability to: lift, carry, push, and pull up to 50 lb.; frequently bend squat, climb, twist, and crawl; reach above shoulders and grasp or squeeze objects; stand and walk on feet for entire shift; work with chemicals.

LIFEGUARD

PT; Varied Days/Hours

Lifeguard facilitates enjoyment of aquatic recreation at all MAC pools for members and their guests. Monitors and ensures safety of all participants of the pools and aquatic programs. Advises members and guests on all aquatics programming, scheduling and policy. Activates EAP as needed for any emergency situations, responds according to current American Red Cross standards and MAC training. Sets up pools for various programs including lane line removal, bulkhead set-up, etc. Maintains a flexible schedule with availability in the early morning and weekends. Assists with cleaning and maintaining pool decks and aquatic equipment. Qualifications: American Red Cross Lifeguard Training. CPR/AED and First Aid for the Professional Rescuer certification; ability to recognize a distressed swimmer and demonstrated proficiency of all rescue skills; ability to pass a swim test; excellent verbal and written communication skills; excellent customer service and decision making skills; works effectively with all ages.

MANAGER ON DUTY

PT

Responsible for coordinating operations during all open club hours. Assists members, guests and staff as necessary. Communicates and enforces club rules and matters of policy to members and guests. Continually monitors the club for security and safety issues and coordinates established emergency procedures. Gathers information for club operations and reports as needed. Qualifications: 3 years customer service preferably in a management; security management; hospitality and/or athletic management environment; familiar with basic computer applications possession of current CPR/AED and first aid certifications; knowledge of basic security and safety practices preferred; ability to work with minimum supervision; and ability to write clear, concise reports.

PRE-COMPETITIVE SWIM COACH

PT

Coaches swim athletes for the Pre-Comp and Novice squads to achieve their ultimate potential through proper training and the creation of a positive and healthy environment. Qualifications: Current American Red Cross Lifeguard Training; CPR/AED and First Aid for the Professional Rescuer certification; proficiency of all rescue skills; excellent customer service and decision making skills; ability to work with all ages.

RESTAURANT HOST

PT

Properly greets and seats members and their guests. Assists other restaurant staff with ensuring members and their guests receive prompt, attentive, courteous, and efficient service while dining in the club's restaurants. Takes reservations; operates point-of-sale; maintains and correctly handles restaurant supplies so that unnecessary wear and tear, breakage, and waste does not occur. Qualifications: restaurant hosting experience preferred; possession of a valid Food Handlers and OLCC permit; and excellent customer/guest service.

SWIM INSTRUCTOR

PT; Varied Days/Hours

Conducts group and private swim lessons in a safe and fun environment. Teaches members of all ages and abilities the appropriate skills according to the MAC swim lesson program. Have excellent communications skills and the ability to establish and maintain effective working relationships with all staff and members. Must enjoy working with children. Promotes the MAC code of conduct in club activities and demonstrates the importance of providing quality service to members. Requires current American Red Cross Lifeguard/First Aid/CPR/AED certification and demonstrated proficiency of all rescue skills. Previous aquatics instructional experience preferred.

WATER FITNESS INSTRUCTOR

PT

To instruct water fitness classes with a positive and encouraging energy through purposeful exercises that safely stretch and strengthen the whole body. Instruct water fitness classes with confidence and poise. Understand and comply with AEA safety standards for water exercise classes. Create opportunities to teach private small group classes and/or aquatic personal training for yourself. Essential job functions require demonstrations of water exercise technique both in and out of the water in both shallow and deep. Ability to project voice over various noises in the pool area. Must be able to stand, walk, or move for duration of a 45 minute class, unless demonstrating a specific move on chair, in warm and humid conditions. Qualifications: Minimum two years of experience teaching a variety of group water exercise classes; successful completion of certification from the Aquatics Exercise Association (AEA) within one year of employment; First Aid and CPR certified; and willingness to be trained in additional water fitness modalities offered at MAC.

YOUTH PROGRAMS ATTENDANT

PT; Tuesday & Thursday afternoon; Friday evenings

The Youth Programs (YP) Attendant is responsible for working: Camps; Fit Zone, Family Fridays; and teach Junior Fitness Classes. Assist with Family Friday evenings by helping with set up and take down of equipment, answering questions, providing first aid information if needed and maintaining friendly, upbeat attitude during the course of the event. Helps to assure that function runs smoothly and as planned. During camps, the YP Attendant is responsible for the planning and monitoring of various sports camps that occur throughout the year. The YP Attendant also assists with the setup and tearing down of any equipment used to enhance the camp. One year of experience working in a service oriented position or any combination of education, training and experience that would demonstrate the ability to perform the work of this position. Prior experience working with kids in a sport environment is preferred.