

MULTNOMAH ATHLETIC CLUB

*SUMMARY OF JOB OPENINGS for the week of
June 11, 2018 through, June 25, 2018.*

AT YOUR SERVICE SPECIALIST

PT; 16 hours per week

The At Your Service Specialist provides service and support to members and guests by telephone, electronically or in person. Sets up reservations and registrations for club activities in the club management system. Handles requests and resolves member issues related to reservations and registrations. Assists members with various amenities related to their membership and provides information about club facilities, programs and policies. Position requires extensive contact with members and employees. High school diploma, required; associates degree or some college preferred. At least two years' experience in front line customer service. Must maintain professional appearance and behavior. Must display a friendly, outgoing demeanor and enjoy social interaction. Must be a patient, courteous listener and able to ask clarifying questions to offer appropriate assistance. Excellent written and verbal communication skills. Proficiency in Microsoft Office applications and HTML required; ability to quickly master relevant club software. Must be available to work weekends and be flexible with days/hours to accommodate club events.

BOOKKEEPING SPECIALIST/ ATHLETIC & WELLNESS ADMINISTRATIVE ASSISTANT

FT

The bookkeeping specialist will primarily support accounts payable procedures and generate monthly reconciliation reports for Athletic Services, including but not limited to, athletic programs and their respective sport committees as directed by the Athletic & Wellness Office Manager. Specific tasks include, but are not limited to, tracking and reconciling spending from athletic department budgets, processing check requests, billing uploads, credit card statement reconciliation, etc. while working closely with the Business Office. Enthusiastically provides an inviting, fun, organized and clean office space, while providing friendly and professional administrative support to staff, members and committees. Qualifications: Bachelor's degree with an emphasis in Business, Accounting, Health, Recreation Management or a related field, or the equivalent in education, training and experience. Demonstrated effective organizational and communication skills. Demonstrated computer proficiency including a working knowledge of computer applications (i.e. word processing and Excel spreadsheets) and the ability to learn new systems quickly. Must have advanced knowledge of excel. Knowledge of basic accounting principles with 2-3 years of previous bookkeeping experience.

CLIMBING ATTENDANT/INSTRUCTOR

PT

Climbing Wall Attendants perform a variety of safety checks and provide professional high quality instruction in a variety of climbing techniques. The Climbing Wall Attendant will assist with day-to-day rock wall operation during open wall time, special events, and will act as a representative for the Climbing Wall by encouraging participation and answering questions. Attendants are responsible for belaying for the club's climbing classes and events and teaching a variety of indoor and outdoor climbing classes for all levels of students. Working knowledge and proven experience required on belay system using two-different belay devices, safety techniques and checks on harness and belay, basic knots necessary for climbing. Experience working in a rock gym with route setting experience preferred. Climbing lesson and/or instruction experience preferred. Rock climbing experience required, and a strong understanding of safety techniques. Experience in the field of recreation including experience in outdoor related activities preferred.

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.

DISHWASHER

FT & PT

Cleans, washes, dries, and stores dishware and pots/pans in the kitchen. Assists with preparing dishes as directed, including plating of hot and cold banquets. Maintains overall cleanliness in the kitchen. The essential job functions require considerable walking and standing for long periods of time on a hard surface, bending, pushing, pulling, carrying, and lifting up to 35 lbs., and the stamina to maintain effectiveness for long and busy shifts. Must be willing to work evenings, weekends, and holidays. One year of dishwashing/food production in a large facility preferred. Basic knife skills/familiarity with food production equipment.

EARLY CHILDHOOD SUPERVISOR

FT

Under the direction of the Youth Programs manager this position is responsible for the coordination of all aspects of the Child Care and Playschool programming as well as the active play classes. Our team's job is to provide a fun, safe and enriching experiences for families and children through engaging and active programming. Our program offerings are the foundation and building blocks that grow and form lifelong love and memories of the Multnomah Athletic Club. Qualifications: Bachelor degree in education or other related field and minimum of two years of classroom experience working as a lead teacher in a preschool program; minimum two years demonstrated ability of Preschool or Child Care site management including direct supervision of staff; demonstrated knowledge of current preschool regulations, methods and strategies; current certification in infant and child CPR, first aid, and child abuse recognition and reporting; ability to use or learn computer applications including Microsoft Word, Excel, Access and club software; ability to communicate effectively, verbally and in writing; demonstrated competence, sound judgment, and self-control in working with children and their parents; ability to effectively motivate and develop staff and build cohesive work teams; ability to plan, organize and effectively present information to groups; willingness to work occasional evenings and weekends; ability to perform the essential job functions.

ENTRANCE ATTENDANT/SWITCHBOARD OPERATOR

PT

Provides exceptional customer service by attentively interacting with all individuals who enter by providing information about the club facilities. Offers first line of security by verifying each person's authorization to enter and by viewing CCTV monitors. Keeps the Guest Services Manager and Manager on Duty informed about events or activities that may affect the club's security. Requires a minimum of six months experience in a customer service or related environment; ability to demonstrate professional and courteous communication skills with an emphasis on customer/member service; excellent telephone and paging skills; professional appearance.

Switchboard Operator duties include operating the clubs computerized switchboard system to answer and relay incoming calls, operating clubs paging and emergency response system, and perform key communication functions during club emergencies. Position requires strong customer service skills, strong written/verbal communication abilities, attention to detail, and the ability to remain alert and attentive during emergency situations. Minimum one year of experience answering telephones for large organization or call center and ability to speak and write fluent English.

EVENT SETUP ATTENDANT

PT

Event Setup Attendants are responsible for the set up and break down of various types of events in a fast paced, multi-level facility. Responsibilities include: setup and take down of rooms or areas for banquet functions and other events including moving furniture or equipment and setting up tables and chairs; putting equipment and supplies away at the end of each shift; answers and responds to requests for special assistance including, but not limited to, cleaning spills, assisting with room setups, loading and moving carts, and moving equipment or furniture. Must be able to work alone or with a team. Must be willing and able to work a flexible schedule that changes weekly and can include any days and hours. Requires the ability to lift, carry, push, and pull up to 75 lbs.; frequently bend, squat, climb, twist, and crawl; reach above shoulders and grasp or squeeze objects; stand and walk on feet for entire shift. Demonstrated customer service skills, ability to establish and maintain effective working relationships with employees, members and guests. Ability to follow directions, assignment worksheets, and work with limited supervision. Previous room and event setup experience preferred but not required. At least 2 years in the catering industry is necessary. This is a part time position, 15-20 hours per week and flexible hours dependent on business.

FACILITIES ENGINEER

FT

Responsible for repair, adjustment, and maintenance of building systems and equipment within the club and assisting in other trade specialties in all areas of building repair and mechanical maintenance including electrical, HVAC, and plumbing. Qualifications: preferred LBME; advanced knowledge of HVAC, water/waste water, pools and carpentry; high mechanical aptitude. Excellent written and verbal communication. Demonstrated effective computer skills using Microsoft Office (Word, Excel, and Outlook).

FREE RIDE SKI COACH

PT; Seasonal

Coaches for the MAC FreeRide Team. Works under the Program Supervisor/Head Coach and MAC Ski Committee. As the Lead Coach, manages the coaches, athletes and parents in one of the following Programs: FreeRide Team (Free Skiing and Snowboarding/All-Mountain Program), Junior Team (FIS/US Ski), U14 Team (US Ski), or MAC Youth Ski League. The exact duties of the Lead FreeRide Ski Coach, Lead Snowboard Coach, Lead Junior Coach, Lead U14 Coach, and Lead YSL Prep Coach will vary and are determined and communicated by the Program Supervisor/Head Coach. MAC Alpine Ski Team and FreeRide Team is a Certified US Ski and Snowboard Club, serving the members of the Multnomah Athletic Club at the highest level in multiple winter sports. Qualifications: Current professional certification from US Ski and Snowboard and/or PSIA/AASI, or has an experienced background in ski or snowboard instruction and/or race coaching, and shows the drive and initiative to become certified at the PSIA/AASI Level 2, and/or the US Ski and Snowboard Level 200 level within 2 years. Competitive ski team coaching experience preferred, but not required. Working knowledge of various athletic activities and facilities. Demonstrated effective planning, supervisory, and organizational skills. Demonstrated technological proficiency including a working knowledge of computer applications and smart phone applications (i.e. word processing, and excel spreadsheets, use of TimeStation App for clocking in and out).

GYMNASTICS & DANCE MANAGER

FT

Manages all aspects of the Gymnastics & Dance department's operation in compliance with club rules, policies and procedures. Ensures comprehensive and developmental programs, which offer members the ability to learn, play and compete in Gymnastics & Dance. Directly supervises the Gymnastics & Dance staff, including scheduling, training and daily work assignments. Selects and supervises member coaches pertaining to the Gymnastics & Dance program. Recommends and handles the application process for athletic members. With assistance from Head Coaches, prepares evaluations for member coaches and athletic members. Manages the club's gymnastics arena including scheduling all activities, programs and events. Formulates, implements and achieves an annual action plan for the Gymnastics & Dance program to assist in meeting Athletic department strategic goals. Establishes specific long-range plans and goals for the Gymnastics & Dance department. Performs other tasks as assigned by the Athletic & Wellness Director. Qualifications: Bachelor's degree in Physical Education or a related field and three years experience working in a service oriented position or any combination of education, training and experience that would demonstrate the ability to perform the essential job functions. Significant related experience in the field of Gymnastics & Dance from youth to collegiate level. Demonstrated effective planning, budgeting, supervisory, and organizational and time management skills.

HEAD SWIMMING COACH

FT

The head coach is an integral part to the overall success and legacy of the team. They will possess extensive coaching experience, a proven track record of excellence and a passion for working with people. In addition to a strong coaching background we are looking for a head coach that can balance the athletic training and team functions with the soft skills needed to succeed in a member governed private club. Our head coach oversees the daily management of the team, its staff and delivers on the administrative duties like budgets and performance reviews in addition to attending regular meetings. This coach will be a diversely qualified individual with unwavering commitment, enthusiasm and drive.

HOUSEKEEPER

FT

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.

HUMAN RESOURCE GENGERALIST

PT - 20 hours/week with flexible days and hours

Senior level HR Generalist will support the HR Director with compensation administration, performance management, employee relations and organizational development. Required: Bachelor's degree in human resource management or a related field or equivalent education, training and experience. Five years of experience as a senior level HR Generalist. PHR or SPHR and/or SHRM-CP or SHRM-SCP certifications preferred. Must act with integrity in resolving issues and dealing with confidential matters. Must be a highly motivated and action-oriented individual with the ability to work collaboratively and develop strong, positive working relationships across the organization. Must have the demonstrated ability to make sound decisions and be creative in developing alternative solutions in a fast paced environment and be able to organize workload and set priorities. Must have strong technical skills in Microsoft Office Suite, with an emphasis on Excel.

JUNIOR ACTIVITIES SUPERVISOR

FT

Under the direction of Youth Programs Manager, assumes responsibility for coordination and direction of all aspects of the Youth Programs camps and classes and Family Friday in accordance with club policies and procedures. Builds and maintains a professional, safe, positive environment. Assesses program and develops goals and objectives for meeting needs. Directly supervises Youth Programs camps and classes, Fitzone, and Junior Lounge staff. Position requires extensive contact with members and their children. Designs and administers the Youth Programs camps and classes from inception to conclusion for children ages 3 to 17. Develops and organizes Family Friday, summer, holiday, and spring break camps and classes including scheduling, planning all details, promoting and billing. Oversees all pre-event promotions including magazine and Web site, posters, invitations, group e-mailings, and mass mailings. Qualifications: Bachelor's degree in physical education or related field or equivalent work experience. At least three years' 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 supervisory experience preferred. Significant experience in the field of athletics/recreation preferred. Ability to partner with high school and college coaches, athletic directors, professional athletes and others to network, create new programs, and connect with community programs.

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.

LINE COOK

FT

Prepares items from a la carte menu; produces mise en place for menu items and assist in other areas of the kitchen as needed. Ability to utilize standardized recipes, maintains high standards, and work in a fast paced, high volume, diverse environment. Requires three years progressive line cooking experience, valid Oregon Food Handler permit; excellent knife skills and sound culinary techniques.

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.

PAYMENT SPECIALIST

FT

The Payment Specialist receives member payments via cash, check and credit card, processes daily deposits, files, sets up automatic payment transfer files for members and assists members with account questions. The Specialist also counts, records, and deposits daily cash sales for on-site restaurants and gift shop. Assists employees with the purchase of meal tickets, bus passes, and stamps. Supports other Business Office projects as requested. 2+ years of Accounts Receivable experience preferred. Demonstrated customer service skills. Working knowledge of Microsoft Office (Excel, Word, Outlook). Fast and accurate 10-key by touch. Mathematical aptitude. Must be detail oriented with the ability to reliably manage multiple tasks while dealing with frequent interruptions. Self-starter with the ability to prioritize workload effectively. Must be able to work independently and as part of a team in a fast paced, high volume environment. Knowledge of electronic fund transfers preferred.

PRE-COMPETITIVE ASSISTANT SYNCHRO COACH

PT

Eagerly and enthusiastically coaches synchronized swimming athletes to achieve their ultimate potential through proper training and the creation of a positive and healthy environment. Leads and monitors practice sessions for squads assigned by Head Synchro Coach, including land trainings. In addition to squad assignments, leads classes, camps and clinics as assigned by Head Synchro Coach. Coaches, develops, encourages and inspires swimmers toward competitive excellence. Assists with tracking individual swimmer goals and progress. Creatively choreographs routines as assigned by Head Synchro Coach. Travels with squad(s) to attend meets and coordinates activities of team members at swim meets. Assists coaching staff in developing annual competition schedule. Adheres to all USA Synchro rules and regulations. Qualifications: Previous synchronized swimming experience is required. Possession of current CPR and first aid certifications as well as at least US Synchronized Swimming Coaching Certification Program (CCP) Level 1, or ability to obtain within 90 days of employment. Completion of concussion management training within 60 days of employment. Coaching member in good standing with USA Synchro.

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.

U14 SKI COACH – ALPINE SKI TEAM

PT; Seasonal

U14 Team Coaches serve those U14 athletes racing at the US Ski and Snowboard level within PNSA and the Western Region and provide them the holistic support they need to achieve their goals. U14 coaches are expected to work under the leadership of the Lead U14 Coach and Program Supervisor/Head Coach, supporting the program curriculum on and off snow.

Qualifications: Current professional certification from US Ski and Snowboard and/or PSIA/AASI, or has an experienced background in ski or snowboard instruction and/or race coaching, and shows the drive and initiative to become certified at the PSIA/AASI Level 1, and/or the US Ski and Snowboard Level 100 level within 2 years. Competitive ski team coaching experience preferred, but not required. Working knowledge of various athletic activities and facilities. Demonstrated technological proficiency including a working knowledge of computer applications and smart phone applications (i.e. word processing, and excel spreadsheets, use of TimeStation App for clocking in and out).

VOLLEYBALL COACH

PT; Seasonal

Responsible for coaching a youth girls volleyball team including organizing team practices, communicating with supervisor in choosing local and out of state tournaments, communicating with parents on game and practice scheduling, setting up and tearing down volleyball equipment, finding a team parent to help with travel arrangements, organizing team rosters, and other general coaching responsibilities. Required: Two years of volleyball coaching experience. Registered with Columbia Empire Volleyball Association and USA Volleyball. CPR and First Aid certification and Bachelor's degree 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.

WOMENS LOCKER ROOM HOST

PT & FT

The position oversees the day-to-day operations of assigned Locker Rooms. Assists members while maintaining the locker room's appearance, cleanliness, and premium club experience. Monitors the locker rooms for security and safety issues and coordinates appropriate response. Communicates and enforces Club Rules and matters of policy to members and guests. Assists members, guests and staff with locker related issues. Works with Member Services Manager to continuously improve the locker room experience for members. Manages member and guest relations with discretion and professionalism. Must be comfortable with seeing members in various states of undress. Qualifications: Gender appropriate. High school diploma or equivalent required. Associates degree preferred. Customer service experience required. Ability to work with minimum supervision. Ability to maintain a good working relationship with members, staff and guests and to use good judgment in recognizing scope of authority. Knowledge of basic security and safety practices preferred. Willingness to work early mornings, evenings, and weekends, as needed.