

## **MULTNOMAH ATHLETIC CLUB**

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*SUMMARY OF JOB OPENINGS for the week of  
September 25, 2017 through, October 2, 2017.*

### **ASSISTANT SWIM COACH**

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The Assistant Coach is on deck coaching for 2 squads ranging in age from 11-18 years 6 days per week. Average deck time is 21 hours per week. Additional meet and travel time both locally and nationally as needed and outlined by the head coach. Administrative duties will include consistent and timely communication with all swimmers and their families, squad management, new athlete registration, event planning and utilization of software systems (MS office, Team Unify, HyTek) Responsible for planning squad's seasonal practices, meets, travel, athlete education and their own professional development with the guidance of the Head Swim Coach. The MAC swim team is a USA Swimming level 4, Bronze medal club (2013) with approximately 130 swimmers actively participating. We are seeking a driven, energetic coach who is looking to learn, develop, and help continue the development of the MAC Swim team. Our coaching environment is highly collaborative, based on trust, professional respect and mutual support. The Assistant Swim Coach will conduct themselves with integrity and be a strong representative of the professional coaching and the MAC as a whole at all times. Requirements: Current Coach Member in good standing with USA Swimming; 3+years swim coaching experience and a passion for the sport along with professional drive; experience coaching Novice through Championship Age Group Swimmers; Bachelor's degree preferred; cooperative and respectful communication style; strong organizational, administrative skills and attention to detail; well-versed in Team Unify, Hy-Tek , Team Manager and Meet Manager software systems along with a working knowledge of Microsoft office; work seamlessly with all coaches to ensure that athletes 15 & under are being prepared for long-term progression through the team.

### **ATHLETICS CLEANING SPECIALIST**

FT

Works directly with the Weight Room Supervisor on upkeep and cleanliness of Exercise and Conditioning (E&C) facilities including, but not limited to; E&C Main Floor, Spin Studio, Group Exercise Studios, Team Training Room, Indoor Track, and more. Deep cleans and services all areas of the Exercise and Conditioning facility. Cleans windows, wipes down equipment, mops and sanitizes fitness areas to an immaculate fashion. Completes, files, and organizes work orders for necessary facility and equipment repairs. Performs minor repairs to equipment and aesthetic elements as needed. Essential job functions require walking, bending, stooping, and lifting and moving of exercise equipment/machines weighing up to 100 lbs. Qualifications: strong interest in customer service and satisfaction; understanding of deep cleaning techniques and procedures; custodial or facility maintenance experience preferred; basic exercise equipment repair and maintenance experience preferred.

### **BANQUET SERVER**

On-Call

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.

### **BUSSER/FOOD RUNNER**

PT; Varied Days/Hours

Assists servers with providing proper service and ensuring member satisfaction in all restaurant outlets. Completes all necessary side work and opening duties including setting up stations, stocking needed items, and folding napkins. Clears and resets vacated table and busses dishes to the dishwasher. Familiarity with proper etiquette for removing dishes and utensils from tables. Ability to lift 15-30 pounds with one hand and carry it. Valid food handler's permit required.

### **CHILD CARE ATTENDANT**

PT

Provides direct care for children ages 6 weeks to 7 years old. Provides overall supervision & safety of children. Plans and implements activities. Attends to toileting, diapering, and basic hygiene needs. Requires prior childcare experience including infants. Must have excellent customer service skills. Current CPR and First Aid Certification. Demonstrated competence, sound judgment, and self-control in working with children and parents. Early childhood education and training preferred.

### **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/PREP COOK**

FT

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.

## **FACILITIES ENGINEER**

FT; Temporary Assignment

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. Performs preventive maintenance on all equipment and mechanical systems. Uses diagnostic equipment in the detection of system/equipment failure or malfunction. Installs and repairs all specialty area systems and equipment within the club. Moves furniture and supplies for projects and daily maintenance work. Maintains records and work reports on all work performed on computerized maintenance management system. Reads, understands, and utilizes complicated blue prints, schematics and plans. Essential job functions require the use of a two way radio, computer, telephone, basic shop and power tools. Must wear steel toe boots and other personal protective equipment as required on the job. Essential job functions require the ability to perform physically demanding work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, lifting equipment and materials up to 50 lbs., and working in varied weather conditions. Certification of Limited Building Maintenance Electrician or equivalent is required. Ten hour OSHA certification General Industry or Construction is required. Completion of a trades apprenticeship program leading to the equivalent of a journey card or license; or the equivalent in education, training and experience. Four years of general experience in building/facilities maintenance, construction, or an additional trade.

## **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.

## **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.

## **MEMBER SERVICES SPECIALIST**

FT

The Member Services Specialist is a key support position for the membership function at Multnomah Athletic Club. The Specialist provides essential administrative and project support to the Membership Manager as well as several membership committees. Interacts extensively with club members and applicants. The Specialist is responsible for processing high volumes of detailed membership transactions, correspondence and data entry in the club's membership database. Position requires a high level of computer skill, and the ability to understand and apply club and membership policies, procedures and rules. Requirements: Bachelor's degree or the equivalent in education, training and experience; prior experience in a private club or membership-based setting is preferred; minimum three years relevant work experience, with emphasis on administrative and customer service responsibilities; at least two years customer service experience in a complex organization required; demonstrated proficiency with computers, the web, and Microsoft Office applications, including advanced knowledge of Excel, Outlook and Word; excellent verbal and written communications skills, including grammar, spelling and punctuation; ability to compose professional business correspondence; ability to organize and distribute meeting materials and take accurate, concise meeting minutes; ability to synthesize information, show diligence in getting projects completed and successfully work independently with strong time-management and prioritization skills; and willingness to work occasional evenings and weekends, as required.

## **PLAYSCHOOL ASSISTANT TEACHER**

PT

The Playschool Assistant Teacher, under the supervision of the Playschool Supervisor, will assist the Play School Lead Teacher in the general supervision and management of playschool participants. Qualifications: Associate degree in early childhood education or minimum of one year classroom experience working as an assistant teacher in a preschool program. CPR, First Aid and Recognizing and Reporting Child Abuse and Neglect class within 90 days of employment. Competence, sound judgment, and self-control in working with children and parents.

## **RESTAURANT HOST**

PT

Server should be dedicated to ensuring members & guests receive exceptional, prompt, positive, service driven dining experience. Must be able to work in a high volume fast paced environment; maintain a clean and professional appearance; be able to stand, bend, and lift up to 50 lbs.; convey food, spirits, and wine knowledge to guests; and successfully communicate with other service staff, management, kitchen and guests. Possess a positive attitude, empathy for guests, timeliness, desire to learn, and attention to detail and routines. Ability to work independently and as part of a team, successfully multi-task large sections, and be dedicated to creating a positive work environment.

## **RESTAURANT SERVER**

PT

Provides excellent service to our members and guests in each of our dining outlets. Ensures that members and their guest receive an enthusiastic, prompt, positive, service driven dining experience. Need to be dynamic and hardworking member of the team; must be willing to lend a helping hand to any teammate at any time. Display a fresh, optimistic, and amiable attitude. Must be able to think quickly on your feet and successfully multi-task large sections. Must be able to lift up to 50 pounds and use trays for carrying items. Qualifications: 1 year of similar restaurant serving experience; OLCC permit; possess comprehensive beer, wine, spirits and food knowledge.

## **SALES ASSOCIATE**

PT

Provides prompt, courteous customer service; achieves or exceeds sales goals through quality service, sales techniques, store maintenance, security and other general duties as assigned. Responsible for setting new merchandise displays each shift. Requires extensive contact with members and guests. Must have superior customer service skills, sales experience in an upscale environment, strong merchandising skills, working knowledge of computer applications including Microsoft Office programs, accurate cash handling skills, well developed personal initiative and organizational skills, and ability to maintain effective working relationships with co-workers, other MAC staff and members.

## **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.

## **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.