

MULTNOMAH ATHLETIC CLUB

*SUMMARY OF JOB OPENINGS for the week of
November 13, 2017 through, November 20, 2017.*

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.

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.

DANCE INSTRUCTOR

PT

Requires a high level of skill, experience and knowledge in the field of dance. Able to teach a variety of ages and levels. 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 be able to teach multiple dance styles to all ages and abilities from preschool through advanced level. Styles include Ballet, Jazz, Tap, Contemporary, Hip Hop, and Musical Theatre. Must maintain availability for subbing.

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.

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.

JOURNEYMAN ELECTRICIAN

FT

Under general supervision, maintain, repair and install electrical systems, services, and equipment for the club. Maintain and provide for the safe condition and operation of all electrical fixtures and systems in club facilities. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical codes, manuals, specifications, schematics and blueprints. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints. Install and connect data wiring as needed to support building information systems and building controls. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment. Test continuity of circuits to ensure compatibility and safety of components using testing instruments. Repair or recommend replacement of electrical appliances. Measure, cut, bend and assemble electrical conduit as necessary. May be required to work nights/weekends/holidays. Must be flexible as shifts may be altered as projects and maintenance requires. Requirements: High School diploma or equivalent, with technical or vocational education relevant to this position. Minimum 5 years in the electrical field. Possess a valid State of Oregon General Journeyman Electrical License. Ability to read and interpret drawings, blueprints, schematics and electrical codes. Ability to follow written and verbal instructions. Ability to perform mathematical calculations.

LEAD LINE COOK

PT

Oversees one of the various stations in the kitchen. Supervises staff members in the completion of their daily responsibilities. Essential job functions include: Supervising food production from a specific station in the kitchen. Conducting station set-up. Assigning work stations and coordinating staff with differing levels of experience and knowledge. Lead in providing a positive work environment to ensure staff members work and interact in a harmonious fashion. Train co-workers on individual stations and cross training for effective use of personnel. Ability to comply with all club safety policies and procedures in order to demonstrate safe work practices and identify unsafe or hazardous work conditions. Promote MAC mission and values while demonstrating the importance of providing quality service to members and co-workers. Must be available for variable shifts including weekends and holidays. Requires considerable walking, standing and the physical stamina for lifting, pushing, pulling or carrying objects up to 35 lbs. Culinary Arts degree is preferred but not required. Progressive industry experience with proven success of at least 4 years is an acceptable substitute for culinary degree. Must possess a valid food handlers permit. Prior supervisory experience preferred. Must demonstrate culinary, knife handling and sanitation skills. Ability to effectively demonstrate supervisory and communication skills as well as the ability to motivate staff to work cohesively. Strong communications skills are required. Ability to perform essential job functions.

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 EXECUTIVE ASSISTANT

FT; Limited Duration

Provides administrative and project support to the Member Services Director. Acts as a staff liaison to the House Committee, the body tasked with maintaining and enforcing Club Rules. Assists in the preparation and execution of House Committee and Subcommittee meetings, including member rule violation investigations. Coordinates meetings, takes minutes, drafts documents, and performs receptionist and other clerical duties as assigned. Handles highly sensitive and confidential information with professionalism and discretion. Position requires strong customer service orientation and extensive contact with members and employees. Responsibilities: edits, maintains and updates the Club and House Policy & Procedure Manuals. These include member rule, operational, human resources, safety and communication policies and procedures; coordinates review of existing policies and distributes; coordinates meetings, takes minutes, drafts documents, and performs receptionist and other clerical duties as assigned; creates reports and maintains database as needed; handles highly sensitive and confidential information with professionalism and discretion; and requires strong customer service orientation and extensive contact with members and employees. Qualifications: 5 years previous related administrative assistant experience required; Bachelor's degree and executive level support experience preferred; experience with and/or knowledge of legal processes and procedures, such as working for a law firm, legal department or court office, preferred; Excellent written and verbal communication with demonstrated skills of composing business correspondence, editing, proofreading, spelling, grammar, punctuation and listening; and demonstrated accuracy and thoroughness with excellent attention to detail, prompt follow up and independent problem solving.

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.

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.

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.