



City of Hillsboro  
**Recreation and Aquatics Manager**

<b>SALARY</b>	\$48.72 - \$64.11 Hourly \$101,337.00 - \$133,353.00 Annually	<b>LOCATION</b>	OR 97123, OR
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2025-65
<b>DEPARTMENT</b>	Parks and Recreation	<b>DIVISION</b>	AQUATIC
<b>OPENING DATE</b>	01/08/2025	<b>CLOSING DATE</b>	2/2/2025 11:59 PM Pacific



Annual Salary: \$101,337 - \$133,353 depending on qualifications



Full-time, exempt position with benefits



Close: 11:59 p.m., Sunday, February 2, 2025



To Apply: [Hillsboro-Oregon.gov/Jobs](https://Hillsboro-Oregon.gov/Jobs)

The Shute Park Aquatic Recreation Center (SHARC) is more than just a facility; it is the heart of the Shute Park campus, nestled among Hillsboro’s historic City Park, Library, and Community Senior Center. Serving a diverse and vibrant community, SHARC is a cornerstone for promoting physical well-being, lifelong learning, and social connection. Whether through swim lessons, fitness programs, or recreational activities, SHARC touches the lives of thousands of patrons every year.

Hillsboro Parks & Recreation is seeking a visionary **Recreation and Aquatics Manager** to lead SHARC’s operations and community engagement efforts. This pivotal role offers an opportunity to oversee the city’s premier recreation and aquatics facility, shaping its services and programs to ensure they are inclusive, innovative, and reflective of the diverse community it serves.

### About Hillsboro Parks & Recreation

Hillsboro Parks & Recreation is dedicated to enriching lives and building community through high-quality programs, facilities, and events. At SHARC, this mission comes to life, fostering a safe, welcoming environment where patrons of all ages, cultures, and life experiences come together to learn, play, and grow.

## What You'll Be Doing

As the Recreation and Aquatics Manager, you will:

- **Oversee SHARC Operations:** Manage all aspects of SHARC, from its aquatics programs to its dry-side recreational offerings, ensuring excellence in service delivery. This role requires a strong background in providing swim lessons and effectively interacting with customers to address inquiries and ensure satisfaction.
- **Foster a Community Hub:** Build a welcoming environment that nurtures a sense of belonging for patrons and staff while celebrating the diversity of the Hillsboro community.
- **Prioritize Aquatics Expertise and Safety:** Implement and maintain top-tier safety and training standards in aquatics, ensuring compliance with all regulations and best practices.
- **Develop Inclusive Programs:** Lead the creation of innovative, community-centered programs that cater to a wide range of interests and abilities.
- **Lead with Integrity:** Inspire and support staff through engaged, thoughtful leadership that encourages growth and excellence.
- **Thrive Under Pressure:** Manage the dynamic, fast-paced environment of a large, multi-faceted facility with professionalism and composure.
- **Lead and Inspire the Team:** Build a positive and collaborative team culture by understanding what motivates each team member and tailoring your leadership approach to bring out the best in everyone. Empower your team by inviting input, sharing ownership of decisions, and recognizing individual contributions. Foster an environment where staff feel valued, supported, and motivated to achieve their full potential.

## Current & Upcoming Projects

- Collaborate on the planning and development of a new Hillsboro pool.
- Support SHARC's potential remodel, enhancing its facilities and services.
- Partner with City Risk and campus teams to improve safety measures.
- Lead initiatives to bolster staff well-being and strengthen post-pandemic communication.

## What You'll Bring

- **Extensive Aquatics Expertise:** Proven experience in aquatics and recreation center management, with a strong focus on aquatics operations, training, and safety standards.
- **Exceptional Leadership:** A leadership style that empowers and inspires, celebrating individual strengths, fostering a collaborative environment, and demonstrating genuine care for your team's success and growth.
- **Interpersonal Excellence:** Outstanding interpersonal skills to connect meaningfully with patrons and staff across all ages, cultures, and experiences, ensuring inclusivity and a sense of community.
- **Strategic Management:** Financial and operational acumen, balancing program quality with sustainability while effectively managing a diverse team.
- **Commitment to Community:** A deep commitment to fostering inclusivity, innovation, and engagement, ensuring SHARC reflects and serves the community it represents.

## Why Join Us?

SHARC isn't just a workplace; it's a vital community hub where you can make a tangible impact on the lives of thousands. As Recreation and Aquatics Manager, you'll play a key role in shaping an environment that promotes health, learning, and connection. Surrounded by Hillsboro's historic parks and vibrant community resources, you'll be part of a team dedicated to innovation, inclusivity, and excellence.

For the full job classification details, visit: [Recreation Center Manager](#)

## Acceptable Experience and Training

**Education:** A Bachelor's degree in Recreation Management, Physical Education, Public Administration, or a closely related field is required.

**Experience:** A minimum of five years of recreation programming experience is required, including at least two years in a supervisory role. Alternatively, an equivalent combination of education and experience that demonstrates the ability to successfully perform the duties of the role will also be considered.

**Preferred Qualifications:**

- Previous experience managing aquatics operations in a large, multi-faceted facility.
- Demonstrated success in leading diverse teams and fostering an inclusive work culture.
- Experience implementing and maintaining rigorous safety and training protocols in aquatic or recreational environments.

**License(s) and Certifications**

The following licenses and certifications are required or must be obtained within the specified timeframe:

**Required upon hire:**

- Valid, current Driver's License with a safe driving record.
- CPR certification.
- First aid certification.
- AED certification.

**Required within 6 months of hire (if not already held):**

- Starguard Lifeguard Training certification (or equivalent).
- Lifeguard and Lifeguard Training Instructor certification.
- Aquatic Facility Operator certification.
- Oxygen certification.

**Additional Information**

**Work Schedule**

This is an in-office position. The selected candidate will work onsite five days a week during a 6-month onboarding process. The typical schedule is Monday through Friday, 8:00 AM – 5:00 PM with occasional after-hours work. The City of Hillsboro prioritizes work-life balance and minimizes after-hours requirements.

**Great Benefits at the City of Hillsboro**

At the City of Hillsboro, we believe in supporting our employees with a [comprehensive benefits package](#) that promotes your health, well-being, and financial security. Here are just some of the excellent benefits we offer:

**Retirement Plans:** Access to PERS/OPSRP retirement plans and a Deferred Compensation program with up to 2% employer matching contributions.

**Healthcare Coverage:** Employer-sponsored medical, dental, and vision plans for you and your family.

**Health Reimbursement:** VEBA Health Reimbursement Arrangement and Flexible Spending Accounts to help you save on healthcare expenses.

**Insurance:** Life insurance coverage for your financial peace of mind.

**Wellness Programs:** Membership for employee and dependents to both Hillsboro Community Centers (Hidden Creek & SHARC), participation in the Healthy Hillsboro program, and access to the Employee Assistance Program (EAP).

**Paid Time Off:** Generous leave policies, including 11 paid holidays, 2 personal leave days, 18 vacation days (for 0-5 years of service), and 12 sick days per year.

**Commuter Benefits:** TriMet Annual Pass to make your daily commute easier.

**Additional Incentives:** Bilingual Incentive Pay for employees who provide support in multiple languages.

**Tentative Recruitment Timeline\***

- **Application Period:** January 8, 2025 – February 2, 2025
- **Application Reviews Complete:** February 7, 2025
- **First Round Interviews (Virtual):** February 20, 2025
- **Second Round Interviews (Onsite):** February 27, 2025
- **Selection and Offer:** March 2025

*This schedule is subject to change based on City of Hillsboro needs.*

**Diversity, Equity, and Inclusion**

Hiring a workforce that reflects the diverse community we serve is essential to delivering exceptional City services and programs. The City of Hillsboro is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive. We value, respect, and empower employees as unique individuals with authentic voices and diverse ideas.

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**Agency**

City of Hillsboro

**Address**

150 East Main St.

Hillsboro, Oregon, 97123

**Phone**

503-681-6455

**Website**

<http://www.Hillsboro-Oregon.gov>

**Recreation and Aquatics Manager Supplemental Questionnaire**

**\*QUESTION 1**

Provide as much detail as you believe will fully describe your experience and training.

Partially complete, incomplete, or applications without a resume, cover letter, and supplemental responses will not be considered.

Do you understand these requirements?

- Yes
- No

**\*QUESTION 2**

Provide specific examples of your experience delivering a variety of community aquatics and recreational programs.

Discuss how you addressed the diverse needs of the community, with a focus on accessibility, inclusion, and measurable program outcomes. (250 words)

**\*QUESTION 3**

Describe your experience managing facility operations and safety protocols in a recreation or aquatics context. Highlight specific examples of how you maintained operational excellence, ensured safety compliance, and addressed challenges. (250 words)

**\*QUESTION 4**

Describe a challenging interaction with a team member, patron, or stakeholder. Explain how you approached the situation, focusing on empathy, conflict resolution, and communication. What was the outcome, and what key lessons did you take from the experience? (250 words)

**\*QUESTION 5**

How many years of experience do you have managing aquatics operations?

- None
- Less than 1 year
- 1–2 years
- 3–4 years
- 5 or more years

**QUESTION 6**

If applicable, please briefly describe your role(s) and responsibilities in aquatics management, including specific programs, facilities, or teams you oversaw, and any relevant certifications you hold. (Optional)

\* Required Question