



City of Medford (Oregon)
Recreation Supervisor - Aquatics

SALARY	\$38.48 - \$49.11 Hourly \$6,669.10 - \$8,511.65 Monthly \$80,029.20 - \$102,139.79 Annually	LOCATION	OR 97501, OR
JOB TYPE	Full-Time (with benefits)	JOB NUMBER	2026-20160-01
DEPARTMENT	Parks & Recreation	DIVISION	General Recreation
OPENING DATE	04/02/2026	CLOSING DATE	4/19/2026 11:59 PM Pacific
BARGAINING UNIT	Non-Represented & Management		

Summary

[Discover Medford](#): Employment, Applicant Support, and Benefits within Our Vibrant City



Lead aquatics in a role where your work truly matters. The City of Medford is looking for a Recreation Supervisor (Aquatics) to oversee programs, staff, scheduling, and facility operations that help create safe, welcoming, and memorable experiences for our community. This is an exciting opportunity for someone who enjoys leading people, building strong programs, and making a visible impact through high-quality aquatic services. If you are energized by a fast-paced environment, take pride in strong customer service and safety standards, and want to help shape the future of aquatics in Medford, we encourage you to apply.

Required Education and Experience:

- High school diploma or GED equivalent; and
- Three (3) years of recreation program experience with one (1) of those years in a supervisory or leadership position.
- Bachelor's degree in recreation management, leisure services, education, business management, or other specific area of study as deemed applicable may substitute for two (2) years of program experience.

Preferred Qualifications:

- Certified Parks and Recreation Professional
- Lifeguard Certification
- Red Cross CPR/First Aid Standard Certification
- CPR/AED and First Aid Certifications for the Professional Rescuer
- Aquatic Facility Operator/Certified Pool Operator (AFO/CPO)

Certification Requirements:

The selected candidate must obtain any certifications listed above that they do not already hold within 12 months of hire.

Additional Eligibility Requirements:

Knowledge of:

- Community recreation resources and facilities.
- Managing all safety aspects of an aquatic facility and recreation facilities.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Available Schedule:

- Monday - Friday, 9:00 AM - 6:00 PM

Compensation & Information on Benefits

This position is part of the [Non-Represented](#) ([Download PDF reader](#)) employee group.

Learn more about our benefits [HERE](#).



- ✓ Wages
- ✓ Paid Time Off
- ✓ Healthcare
- ✓ Retirement

TOTAL COMPENSATION PACKAGE			
Paid Time Off	Year 1	Year 5	Year 10
# of Vacation hours earned	144	184	224
# of Sick hours earned		96 per year	
# of Paid Holidays		10 per year	
Public Employees Retirement System (PERS) - All eligible employees get two (2) benefits!			
1. Lifetime pension after retirement at no cost to employee			
2. PERS is fully paid as the City pays both the employer and employee's 6% contributions invested into the Individual Account Program (IAP)			
Cash Compensation			
Starting Step	Step 1	Step 3	Step 6
Yearly Salary	\$ 80,029.17	\$ 88,232.19	\$ 102,139.79
Total Salary	\$ 80,029.17	\$ 88,232.19	\$ 102,139.79
Benefits			
Medical & Dental City contributions	\$ 29,110.68	\$ 29,110.68	\$ 29,110.68
HRA VEBA City contributions	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
6% paid by the City on behalf of employee's PERS IAP	\$ 4,801.75	\$ 5,293.93	\$ 6,128.39
Total Benefits	\$ 37,512.43	\$ 38,004.61	\$ 38,839.07
Total Salary & Benefits Value	\$ 117,541.60	\$ 126,236.80	\$ 140,978.86

The anticipated hiring range for the Recreation Supervisor - Aquatics position is **\$38.48 (first step) to \$40.40 or \$42.42 (second or third step)**. The City of Medford determines starting pay based on an evaluation of relevant education, experience, and qualifications as provided by the applicant in their application materials, alongside others who perform work of comparable character consistent with the Oregon Equal Pay Act. Six steps are included in this salary range, allowing opportunity for annual movement through the steps.

Healthcare Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan
- Life and Accidental Death and Dismemberment insurance – policy value of \$50,000 paid by the City
- Long-term disability insurance provided by the City
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City

Retirement Benefits:

- Oregon Public Employee Retirement System (PERS) lifetime pension after retirement at no cost to employee
- PERS is 100% fully paid as the City pays both the employer and the employee's (6%) contributions
- Deferred Compensation retirement plan (Section 457 Plan) for employee's retirement planning

Additional Benefits:

- Paid vacation, sick leave, and holidays
- Employee Assistance Program (EAP)
- The City's Wellness Program promotes physical, social, emotional, intellectual, financial and environmental wellness with various goals and challenges to participate in throughout the year. Employees may qualify for wellness incentives by completing milestones set within the program up to \$200 annually
- Access to the City's **fully equipped fitness center** 24/7



Examples of Job Duties

Essential Functions of the Position:

- Coordinates and supervises all programs and services in Recreation, including but not limited to; youth, adult and older adult recreation and enrichment programs; sports leagues and aquatics programs; special community events, and activities in accordance with the Parks, Recreation Strategic Plan and CAPRA standards.
- Coordinates programs and services with other City departments and serves on a variety of committees.
- Participates in the department budgeting process; monitors and administers the department budget allocated for the scope of the position.
- Researches local, regional and national recreation trends and programs; stays current on compliance, code, regulation and changes to legislation that impact programs and services.
- Completes designated job tasks, special projects, and all other duties as assigned to meet team, department, and City goals while working cooperatively, efficiently, and productively in a team environment.
- Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
- Demonstrates initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers.
- Supervises staff, including assigning work, scheduling, providing guidance, employee development, hiring, disciplinary recommendations, etc.
- Responsible for conducting performance management reviews and evaluations of direct reports.
- Verifies and approves employee's scheduled hours, time off, and overtime for accurate and timely payroll processing.
- Assists with the development of program guides, publications, promotional materials, and marketing efforts, and maintains other media, such as websites, social media, etc.
- May work a variable schedule, including evenings, weekends, and/or holidays, as needed to support operational demands and supervisory responsibilities.
- Scope of assigned area will depend on departmental structure and is at the discretion of the Recreation Manager and Department Director.

Other Functions of the Position:

- Serves as liaison with other City departments, external organizations, agencies and citizens.
- Upholds the values of the organization and has strong customer service orientation.
- Handles job stress and interacts effectively with others in the workplace.
- Fosters an environment that embraces diversity, integrity, trust, and respect.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable, and punctual attendance.
- Gathers and evaluates customer feedback on programs and services.
- Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of City policies, protocols, and performance expectations.
- Actively pursue professional development opportunities to add value to the city, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing Parks and Recreation industry.
- Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well.

- Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance or negative behaviors are raised, incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

Competencies:

Assertiveness - Effective performers readily offer opinions and take action even when their position may be unpopular. They are willing to challenge others appropriately when required. They are self-confident, they trust their own judgment and are not overly dependent upon the approval of others.

Change Agility - Effective performers are adaptable. They embrace needed change and modify their behavior when appropriate to achieve organizational objectives. They are effective in the face of ambiguity. They understand and use change management techniques to help ensure smooth transitions.

Communicativeness - Effective performers recognize the essential value of continuous information exchange. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information. They take responsibility for ensuring that their peers and supervisors have the current and accurate information needed for success.

Industry Knowledge - Effective performers understand the general workings of the industry within which the organization functions. They monitor activities and trends within these arenas and maintain a current knowledge base. They use this knowledge to further the organization/departments' goals.

Team Management - Effective performers create and maintain functional work units. They understand the human dynamics of team formation and maintenance. They formulate team roles and actively recruit and select to build effective workgroups. They develop and communicate clear team goals and roles, and provide the level of guidance and management appropriate to the circumstances. They reward team behavior and foster a team atmosphere in the workplace.

Work Environment & Physical Demands:

This position primarily involves working in an indoor environment with moderate noise, adequate lighting, and consistent climate control. Aquatic duties will require frequent presence in indoor pools, which are humid and typically above 80°F. You will regularly interact with the public and encounter elevated noise from both patrons and pool equipment. Additionally, the nature of aquatic operations involves potential occupational exposure to bloodborne pathogens and other potentially infectious materials (OPIM), including human waste or bodily fluids resulting from facility mishaps. Occasional exposure to pool-cleaning chemicals may occur; follow all safety protocols and use protective equipment as required.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. This position requires frequent sitting, standing, and walking. Occasional climbing, balancing, stooping, kneeling, or crouching may be required to inspect facilities and equipment. The employee must be capable of safely handling, cleaning, and disposing of hazardous materials or biohazards in accordance with established safety standards. You must be able to frequently lift up to 20 pounds and occasionally move items up to 50 pounds, such as equipment bags or chemical containers. The employee regularly operates various office equipment, including computers, printers, copiers, calculators, and a telephone, and occasionally operates a motor vehicle. Good eyesight, hearing, and dexterity are required.

Supplemental Information



[\(Download PDF reader\)](#)

IMPORTANT (Please read):

- It is important your application shows all the relevant experience you possess.
- Applications may be rejected if incomplete.
- Resumes will not be accepted in lieu of an online application; an application will be considered incomplete with a "see resume" response.
- Please complete the application and answer the supplemental questions thoroughly to ensure our subject matter experts can appropriately evaluate your experience as we compare applicants.

How to Apply:

1. Applications are only accepted online and must be received by the posted closing date/time.
2. Selection procedures and timelines subject to change.
3. Those selected must be able to provide proof of legal right to work in this country.

Use of AI-Generated Content in Employment Applications

Employment with the City of Medford can be competitive, often there are many qualified applicants for each open position. We want to see application materials that reflect an applicant's unique personality and that accurately reflect their experience. **The use of AI-generated content to complete employment applications and/or supplemental questions is discouraged and may result in disqualification.** Each submission will be verified for originality and authenticity. However, AI tools for grammar checking and resume formatting are permitted.

Hiring will be subject to successful completion of the following:

- Criminal history background investigation
- Favorable driving record
- Clear drug screen following federal law
- Professional reference check

Questions or Assistance:

- If you have questions about the job posting, please contact the Human Resources department at (541) 774-2014.
- For technical assistance completing your online application, please contact Government Jobs at (855) 524-5627.

VETERAN'S PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference during the hiring and/or promotional selection process. As verification of eligibility, a Discharge from Active Duty (DD Form 214 or 215) must be uploaded with the online employment application. Disabled veterans must also upload a copy of the veteran's disability preference letter from the U.S. Department of Veterans Affairs unless the information is included in the DD Form 214 or 215.

EQUAL OPPORTUNITY EMPLOYMENT:

The City of Medford is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, marital status, sexual orientation, gender identity, gender expression, age, ancestry, status as a protected veteran, physical or mental disability, medical condition, pregnancy, genetic information, or any other status protected under federal, state, or local law.

ADA:

The City of Medford complies with the Americans with Disabilities Act. If you consider yourself disabled and require assistance in the application process, please contact (541) 774-2074 or email: ada@cityofmedford.org.

Employer

City of Medford (Oregon)

Address

411 W. 8th St., Room 110

Medford, Oregon, 97501

Phone

(541) 774-2010

Website

<https://www.medfordoregon.gov>

Recreation Supervisor - Aquatics Supplemental Questionnaire

*QUESTION 1

Are you a current or former servicemember of the Oregon National Guard and seeking consideration for Veterans' Preference in this recruitment? ****Reminder: If yes, you must upload documentation verifying Oregon National Guard service (e.g., DD214 or NGB Form 22 showing an HONORABLE discharge or release, or other state recognized documentation confirming Oregon National Guard service) by the recruitment closing date****

*QUESTION 2

The City recognizes the existence and potential benefits of AI tools in assisting with responses to supplemental questions. However, it is important to note that these tools should not be utilized as the primary source for such responses. Applicants are encouraged to rely on their own experiences, insights, and understanding to ensure authenticity and personalization in their submissions. By initialing below, I acknowledge that any reliance on AI to formulate my responses beyond a supplementary role may result in my disqualification from advancing in the selection process.

*QUESTION 3

Describe why you are interested in this position and how your life or work experiences have prepared you for this role.

*QUESTION 4

Describe a challenging situation you encountered while managing a pool or aquatic facility. How did you address it, and what was the outcome?

*QUESTION 5

Describe how you would handle a situation in which a pool staff member was not following safety protocols.

*QUESTION 6

How do you define outstanding customer service? Provide an example of how you provided outstanding and impactful customer service that resolved a challenging situation.

*QUESTION 7

Describe the steps you would take to respond to a safety incident at a pool facility.

* Required Question