



INVITES APPLICATIONS FOR THE POSITION OF

## LIFEGUARD / SWIM INSTRUCTOR

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Open Until Filled

### **SALARY**

\$13.00 - \$21.37 per hour

### **THE POSITION**

The City of Dublin is currently accepting applications for seasonal employment at The Wave at Emerald Glen Park. For information, call the Parks and Community Services Department at (925) 574-4800.

The Lifeguard/Swim Instructor position may be assigned to the following areas:

#### Assistant Swim Coach

Under the supervision of the Recreation Coordinator and Aquatics Program Specialist (Head Swim Coach), the Assistant Swim Coach provides instruction to swimmers, attend practices and swim meets and assist with swim meet preparation event scheduling for Green Gator and Junior Green Gator swim teams.

#### Lifeguard

Under general supervision, the Lifeguard performs lifeguard duties in enforcing City public swimming pool rules and monitoring pool patron conduct; perform emergency rescue and lifesaving techniques.

#### Swim Instructor

Under general supervision, the Swim Instructor performs swim instructor duties in planning, coordinating and teaching swimming and water safety courses, enforcing City public swimming pool rules and monitoring pool patron conduct.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### Assistant Swim Coach

- Assist with creating lesson plans for team practices including the preparation of work-out schedules for all ages and ability levels on the team.
- Attend all scheduled swim meets for the swim team.
- Assist with assigning swimmers' events, preparing swimmers prior to swim events, and distribute awards following the swim meet.
- Instruct and evaluate swim team members in important competitive swimming elements and techniques.
- Act as a reference and role model for swim team members.
- Cultivate and maintain good public relations with parent committee, parents, swimmers and the community.
- Attend all coaches' meetings and additional staff trainings as scheduled.
- Perform other duties as assigned.

### Lifeguard

- Enforce swimming pool rules and regulations, including ensuring orderly conduct by pool patrons.
- Assist in providing instruction for a variety of swimming classes for all ages and ability levels. Assist swimmers who are in distress and administer a variety of first aid and/or life saving techniques, as appropriate.
- Assist in maintaining pool areas in a safe and clean condition.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

### Swim Instructor

- Assist in providing instruction for a variety of swimming classes for all ages and ability levels.
- Assist in maintaining pool areas in a safe and clean condition.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### Training and Experience

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable. At time of hire, must be 15 years of age or older.
2. Experience: Demonstrated experience in skilled aquatic activities is desirable.

### Knowledge Of

- Use and care of lifesaving techniques and equipment used at public swimming pools.

### Ability To

- Learn and enforce City swimming pool rules, regulations, and policies.
- Perform lifesaving strokes according to American Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity.
- Follow written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with pool patrons.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### Licenses, Certifications, Special Requirements

1. Current certification in American Red Cross CPR for the Professional Rescuer with AED; Lifeguard Training with Administering Emergency Oxygen; and Emergency Response (Title 22).
2. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
3. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions, observe, identify, and report operational problems. On an

intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming activities; squat, climb, kneel and twist intermittently when setting up various programs; perform various swimming techniques; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

### **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

### **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.