



INVITES APPLICATIONS FOR THE POSITION OF

## PROGRAM SPECIALIST Aquatics

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

### FILING DEADLINE

Open Until Filled

### SALARY

\$21.00 - \$28.00 per hour

### JOB TYPE

Part-Time, Temporary/Seasonal

### THE POSITION

Under the supervision of the Recreation Coordinator, provides instruction to swimmers, attend practices and swim meets and prepare swim meet event scheduling.

### EXAMPLES OF DUTIES

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.

- Plan, organize, and supervise swimming activities at a public swimming pool.
- Schedule, supervise and evaluate part-time staff; plan and conduct in-service training.
- Schedule and maintain staff rotation and breaks; determine appropriate duties for lifeguards during periods when not assigned to guard chair.
- Assist with staff recruitment and hiring.
- Teach certification classes, and/or serve as swim instructor or lifeguard, as needed.
- Maintain up-to-date records, prepare required reports in a timely manner.
- Assist in the supervision of pool and building maintenance; notify Recreation Coordinator when supplies are needed or equipment needs repair.
- 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

1. Education: Equivalent to the completion of the 12th grade and some college work in the area relevant to the assigned program area. Completion of Associates Arts or Science degree (A.A./A.S.) is desirable.
2. Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

**Knowledge and Abilities:**

- Demonstrated leadership abilities and ability to engage in physical activity.
- Ability to follow written and oral instructions.
- Ability to demonstrate and identify proper competitive swimming techniques.
- Ability to provide positive corrective feedback to swimmers.
- Ability to deal effectively with staff and pool patrons.

**Licenses, Certifications, Special Requirements:**

1. At time of hire, must be 18 years of age or older.
2. 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.
3. Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Possession of current certificate, credential, or license in the area of specialty program (as appropriate).
6. Current certification in Safety Training for Swim Coaches; Water Safety Instructor; American Red Cross CPR for the Professional Rescuer with AED; Lifeguard Training with Administering Emergency Oxygen; First Aid for Public Safety Personnel (California Title 22) within one year of employment. Lifeguard Management certification desirable.

**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 special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; frequently interact with children (depending on program area); perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

**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 23, 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.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “Member Agencies,” “City of Dublin,” then on “PROGRAM SPECIALIST – AQUATICS-SWIM COACH” and “Apply Now.” No faxed or e-mailed applications will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTIONS**

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The Program Specialist – Aquatics-Swim Coach is a Part-Time, Temporary position with no benefits. In order to continue in the City’s recruitment process, you are required to respond/complete the following Supplemental Question online:

1. The Program Specialist – Aquatics must be 18 years of age or older at the time of hire. Do you meet the minimum age requirement for the position?
  - YES
  - NO