



## EMPLOYMENT OPPORTUNITY

# SWIM INSTRUCTOR

Five (5) positions to be filled

**\$12.25 per hour**

*This position is not eligible for City benefits other than those mandated by Federal and State Law  
Position is Seasonal Part-time/Flexible June to August 2017*

**Open: Monday, March 20, 2017**

Continuous recruitment until filled

Apply at: [www.calopps.org](http://www.calopps.org)

A completed online employment application is **REQUIRED** and must be submitted at [www.calopps.org](http://www.calopps.org).  
Submit required certificates with application. Valid certificates in Title 22, CPR for the Professional Rescuer, and Standard First Aid are required.

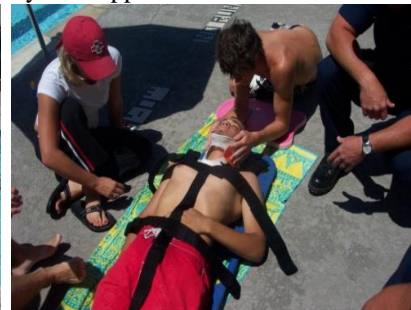
Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.  
Resumes will NOT be considered in lieu of the required employment application.



Recreation Building



Aquatics Staff



Safety Training

### **POSITION SUMMARY**

Under the direction of the Pool Manager, the Instructor is responsible for organizing and instructing swim classes and maintaining records and documentation involved with instruction classes. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

### **ESSENTIAL AND IMPORTANT DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties to address business needs and changing business practices:*

- Under direction, develop weekly lesson plans for assigned levels of instruction, conduct swim lessons and evaluate swim lesson participants in accordance with the American Red Cross guidelines.
- Keep daily class attendance records.
- Complete participant swim records as required by the American Red Cross.
- Follow accepted safety, health and industry practices and standards.
- Responsible for meeting all program goals and objectives.
- Complete reports and minor financial and clerical tasks.
- Meet once per session with Pool Manager.
- Perform other program-related duties as assigned

**QUALIFICATIONS** - *The following generally describes the knowledge, skills and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Must be at least 16 years of age with a valid ID card, and a valid work permit.
- **Possess valid certificates in Water Safety Instruction, Title 22, CPR for the Professional Rescuer, and Standard First Aid**
- Demonstrate required swimming skills that meet American Red Cross guidelines for aquatic program personnel
- Prior experience working with age appropriate groups desirable.

#### **ABILITY TO**

- Work flexible work schedule, which may include evening, weekdays, weekends and holidays
- Communicate clearly and concisely, both orally and in writing
- Learn pertinent City rules, policies, ordinances and program requirements
- Understand and carry out oral and written directions
- Maintain timely and accurate reports
- Establish and maintain effective working relationships with those contacted during the course of work.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The functions of this job are performed in an environment that will cause exposure to light chemical substances such as chlorine. All work activities are performed in a public swimming facility. One may be required to rescue swimmers in distress and/or demonstrate beginning through advanced swim strokes. All will be regularly required to communicate with participants.

- Ability to see and hear
- Ability to demonstrate in the water, all of the swimming skills to be taught
- Ability to perform a water rescue if necessary
- Possess and audible voice for communication
- Ability to lift light equipment used in teaching

#### **EXAMINATION PROCESS**

Applications will be evaluated and scored on a continuous basis until a sufficient number of candidates achieve a passing score, at which time, the application process will be closed. The City will screen for those applicants who possess the desirable qualifications. Those who receive the highest scores will be invited to meet with the Recreation Manager. The successful candidate will advance to the selection process, which includes the required post-offer examinations.

#### **SELECTION PROCESS**

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The I-9 verification form designated by Immigration and Naturalization Service is required to certify eligibility for employment in the United States.

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

#### **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act (ADA), if you require accommodations for the examination, please contact the Human Resources office at least 72 hours in advance of the test to request; official documentation of your need for accommodation may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**