The City of El Cerrito Recreation Department

Invites applications for the position of

Lifeguard I & II / Swim Instructor

Recreation Services - Aquatics Department
Part-time Temporary/Seasonal Positions/No benefits

Compensation:
Lifeguard I: $9.53 - $13.53 per hour, depending on qualifications, education and experience.
Lifeguard II: $10.35 - $15.97 per hour, depending on qualifications, education and experience.

Position Description:
Under supervision of the Senior Guards, Aquatics Coordinator or Aquatics Supervisor, these positions provide assistance to aquatic staff and/or the patrons of the City of El Cerrito pool including swim lessons and recreational swim. These positions are seasonal and assigned up to 20-25 hours per week, which may include evenings and weekends. Candidates must be available to work from June 9th – August 24th, 2014.

Duties and Responsibilities:
Typical job duties are:

- Ensuring patron safety during lap and recreational swim, including clearly and professionally conveying rules to patrons and enforcing facility regulations;
- Administering first aid and providing emergency care as required, maintaining a safe aquatic environment and facility;
- Providing instruction in the Learn-to-Swim program;
- Assisting senior staff and supervisors as directed;
- Cordially assisting the public who have questions and inquiries;
- Assisting with cleaning and routine maintenance of the aquatic facility, including locker rooms, guard office, pool surfaces, and other facility-related duties as assigned; and
- Presenting and maintaining a professional appearance and demeanor, including wearing appropriate uniform or attire for the position and exhibiting respect and enthusiasm as duties and responsibilities are carried out.

Knowledge, skills and abilities:

- Ability to conduct one's self in a professional manner;
- Knowledge of philosophy, objectives and requirements in the implementation of municipal aquatics programs;
- Knowledge and command of all of the latest safety standards and information related to aquatics;
- Ability to function effectively under direct supervision and develop effective working relationships with fellow City Employees and the public;
- Ability to effectively communicate both orally and in writing;
- Ability to receive direction and to follow oral and written instructions;
- Ability to handle multiple tasks;
- Professional work habits including reliability, dependability, creativity and demonstration of enthusiasm;
- Aquatic physical fitness including ability to swim, tread water, perform rescues involving the exertion of up to 100 pounds of force to move objects, and to perform retrieval of heavy items from 12' depth; ability to sit and/or stand for long periods of time; ability to work outdoors in varying weather conditions and with exposure to pool chemicals; vision to read written materials and computer screens, and

hearing and speech to communicate in person; and other physical parameters established by facility supervisors; and
- Ability to work varying shifts, including evenings, weekdays and weekends.

Experience and Education:
Lifeguard I: Previous participation as a Junior Lifeguard is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Prior exposure to working with children and the public desired.

Lifeguard II: Two years experience as a certified lifeguard or swimming instructor, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Additional Requirements:
- Work permit is required if under age 18;
- Appropriate clearance from background check/finger printing if 18 or older
- Proof of eligibility to work in the United States.

Lifeguard I: Current American Red Cross certifications in Lifeguard Training, First Aid, CPR/AED for Lifeguards.

Lifeguard II: In addition to the above Lifeguard certification requirements, possession of instructor level

APPLICATION PROCESS
All applicants MUST submit a city employment application form. Application materials may be obtained from the City of El Cerrito, Human Resources Division, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Final Filing Date: Continuous

EVALUATION & SELECTION PROCESS
The evaluation and selection process consists of an initial application screening and those persons deemed to be best qualified will be considered by the department for final review and appointment. Candidates must successfully pass a background check including fingerprinting.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office. Medical documentation must be provided upon request.

"***The City of El Cerrito is an Equal Opportunity Employer"***

Information contained in this announcement is subject to change without notice.

OPEN: December 19, 2013 **CLOSES: Continuous**