

The City of El Cerrito Recreation Department

Invites applications for the position of

Senior Lifeguard / Camp Counselor

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

Compensation:

Senior Lifeguard/Camp Counselor: \$10.92 - \$15.97 per hour, depending on qualifications, education and experience.

Position Description:

Under supervision of the Aquatics Coordinator or Aquatics Supervisor, this position provides leadership and program responsibility to the El Cerrito Swim Center in all operations at the facility including swim lessons, recreational swim, water safety classes, aquatics summer camps, and staff development. These positions are seasonal and assigned up to 20-30 hours per week, which may include some evenings and weekends. Candidates must be available to work from June 9 – August 24, 2014.

Duties and Responsibilities:

Typical job duties are:

- Administering first aid and providing emergency care as required, maintaining a safe aquatic environment and facility;
- Supervision of swim lesson program;
- Swim lesson instruction in the Learn-to-Swim program;
- Supervises staff and/or campers, demonstrates leadership abilities and conducts oneself in a professional manner;
- Manages lap and recreational swim programs;
- Assists the Recreation Supervisor with in-service training sessions;
- Instructs Junior Lifeguard program and/or Swim Camp;
- Supervision of cleaning and maintenance of the facility;
- Assists the public with questions and inquires;
- · Maintains accurate records and reports;
- Conducts proper opening and closing procedures of the aquatic facilities.

Knowledge, skills and abilities:

- Ability to perform all duties and responsibilities of a Lifeguard I/II;
- Knowledge of philosophy, objectives and requirements of supervision a municipal aquatics program;
- Knowledgeable of latest safety standards and information related to aquatics;
- Ability to utilize staff and volunteers effectively;
- Ability to function effectively without direct supervision and develop effective working relationships with City Employees and the public;
- Ability to communicate well both verbally and in writing;
- Ability to receive direction and follow oral and written instruction:
- Ability to maintain accurate records;
- Ability to handle and prioritize multiple tasks;
- Ability to evaluate personnel and programs effectively:
- Ability to be reliable, dependable, and show creativity and enthusiasm.

Experience and Education:

Senior Lifeguard: Previous experience as a Lifeguard/Swim Instructor is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. At least two or more years experience or equivalent working in aquatics is highly desirable.

Additional Requirements:

- Must be a minimum of 18 years old;
- Appropriate clearance from background check/fingerprinting;
- Proof of eligibility to work in the United States.
- Current American Red Cross certification in Lifeguard Training, First Aid, CPR/AED for Lifeguards.
- Water Safety Instructor certification
- Lifeguard Training Instructor certifications highly desired

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: Open Until Filled

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: Open Until Filled