



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

**PART-TIME (SEASONAL)
AQUATICS RECREATION LEADER
AQUATICS CASHIER
AQUATICS LOCKER ATTENDANT
\$10.50 - \$12.66
At-Will POSITION**

POSITION SUMMARY: Under general supervision, the Recreation Leader assists the Pool Managers, WSI, and Lifeguards in the maintenance of the aquatic facility and in the supervision of classes and locker rooms at the pool; prepares facilities for special events; maintains discipline, cleanliness, and safe environment; works effectively with the public (all ages), in groups and as individuals; follows written and oral instructions; maintains effective interpersonal relations with public and staff; performs light maintenance of locker room and pool; handle cash register; administers standard first aid and performs CPR as needed and performs related duties as required.

QUALIFICATIONS: Minimum age is 16 years old; must possess CPR/First Aid Certificate. One (1) year of experience in the field of recreation or related field, and cashiering experience. All candidates under the age of 18 years old must provide a work permit prior to working.

KNOWLEDGE, SKILLS AND ABILITIES: The successful candidate must have knowledge of organized recreation and aquatic programs. The candidate must also have the ability to: communicate clearly and concisely with co-workers, as well as children and parents of diverse ethnic and cultural backgrounds; demonstrate proper procedures, skills, and techniques; learn and interpret official rules and procedures for organized activities; and identify potential hazards; and handle cashiering duties.

WORK SCHEDULE: Candidates must be available to work weekends in April and May and the summer months (June – September). This position, depending on assignment, requires a variable work schedule, averaging 20-28 hours per week. During the summer months the pool is open seven (7) days a week and candidates must be available to work all assigned shifts, include evenings, weekends and holidays. All City staff assumes duties of a disaster worker in the event of a locally declared emergency.

PHYSICAL DEMANDS: Must be in good physical condition to endure strenuous activity including, climbing, lifting, bending, stooping and pulling up to 50lbs; may be required to participate with children in water activities. The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

HOW TO APPLY: A completed City application must be submitted to the Human Resources Office. Application forms are available by visiting the City's website at www.ci.south-el-monte.ca.us, or City Hall, 1415 N. Santa Anita Ave, S. El Monte, CA 91733.

SELECTION PROCESS: Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. A reference check, drug screen, fingerprint, and background check will be conducted prior to appointment. All appointments are subject to approval by the City Manager. This is an at-will seasonal position with no entitled benefits.

A fully completed City application (and a resume or other materials) must be submitted to the Human Resources Department. Incomplete or faxed applications will not be accepted. No resumes will be accepted in lieu of a completed City application. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

***Applicant Certificate Submission Requirements**

1. Please attach one (1) copy, showing front and back, of the required American Red Cross Certifications.
2. Certification must be current or applicant must be able to provide a copy by April 1, 2017.
3. Proof of current registration in the certificate program and/or letter from instructor is NOT acceptable. Applicants who have completed and passed the required training but have not received their certificate may submit a copy of the American Red Cross Course Record showing successful completion.

- Filing Deadline: March 20, 2017 @ 5:00 p.m.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an equal opportunity employer. The City does not discriminate on race, age, religion, sex, national origin, sexual orientation, disability or any status protected by law. If you need assistance in completing an employment application, or any other part of the application process, please make your needs known to the Human Resources Division.

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