



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) Water Swim Instructor WSI - LIFEGUARD \$13.04 - \$15.74 per hour AT-WILL POSITION

POSITION SUMMARY: The following duties are intended to serve as a representative summary of the primary duties and responsibilities. Incumbent(s) may be required to perform additional position-specific duties as assigned. Under general supervision, monitor aquatics facility and guests, and assure compliance to rules, regulations, policies and procedures; assist in the management of the aquatic facilities in absence of a pool manager; coordinate and organize activities and special events; teach first aid, water safety, and swim classes; report and resolve complaints, special requests, safety conditions, security issues and illegal activities within scope of authority; provide excellent customer service; promote city goals and priorities in compliance with policies and procedures; maintain absolute confidentiality of work-related issues, client records and City information; and perform related duties as required or assigned.

REQUIREMENTS:

- Must be 16 years old on or before the final scheduled session of this course.
- Swim 300 yards continuously demonstrating breath control and rhythmic breathing. Candidates may swim using the front crawl, breaststroke or a combination of both but swimming on the back or side is not allowed. Swim goggles may be used.
- Tread water for 2 minutes using only the legs. Candidates should place their hands under the armpits.
- Complete a timed event within 1 minute and 40 seconds.
 - a. Starting in the water, swim 20 yards. The face may be in or out of the water. Swim goggles are not allowed.
 - b. Surface dive, feet-first or head-first, to a depth of 7 to 10 feet to retrieve a 10-pound object.
 - c. Return to the surface and swim 20 yards on the back to return to the starting point with both hands holding the object and keeping the face at or near the surface so they are able to get a breath. Candidates should not swim the distance under water. Exit the water without using a ladder or steps.

QUALIFICATIONS: Must possess a valid American Red Cross Lifeguard Training certificate, American Red Cross CPR/AED for the Professional rescuer; American Red Cross First Aid; American Red Cross Water Safety Instructor. Two (2) years of experience as a swim instructor is highly desirable. All candidates under the age of 18 years old must provide a work permit prior to working.



KNOWLEDGE AND ABILITIES: The successful candidate must have knowledge of organized recreation and aquatic programs and have the knowledge and ability to plan, organize, lead, and conduct swim instruction. 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.

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.

PHYSICAL DEMANDS: Must be in good physical condition to endure strenuous activity including, climbing, lifting, bending, stooping and pulling up to 50lbs will be required to participate with children in water activities.

APPLICATION DEADLINE: open until filled

***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.
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.

SELECTION PROCESS:

Applicants demonstrating the most directly related experience/training ***will be invited to participate in an oral interview and the prerequisite physical requirements exam in the pool.*** All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted. Applications may not be faxed or submitted electronically.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



**CITY OF SOUTH EL MONTE
1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CA. 91733**

