



EMPLOYMENT OPPORTUNITIES



Human Resources Department
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South El Monte, CA 91733
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www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

PART-TIME (SEASONAL) WATER SWIM INSTRUCTOR (WSI) - LIFEGUARD \$14.04 - \$16.74 per hour AT-WILL POSITION

POSITION SUMMARY: Under general supervision, the Water Swim Instructor (WSI) will monitor aquatics facility and guests, and ensure compliance to rules, regulations, policies and procedures; assist or perform any necessary rescues in response to the Emergency Action Plan ; assist in the management of the aquatic facilities in absence of a pool manager or assistant pool manager; coordinate and organize activities and special events; teach 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.

QUALIFICATIONS: Minimum age of 16 years old. All candidates under the age of 18 years old must provide a work permit prior to working. 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. Please attach one (1) copy, showing front and back, of the required American Red Cross certifications. 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. Two (2) years of experience as a swim instructor is highly desirable.

KNOWLEDGE AND ABILITIES: The successful candidate must have the 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 ENVIRONMENT: The WSI will work around children and adults and will be assigned to the Aquatic Center. They will work indoors and outdoors in a variety of weather conditions, stand for long periods of time and should have the ability to lift, sit, stoop, squat frequently and pulling up to 50lbs will be required to participate with children in water activities.



WORK SCHEDULE: The Aquatic Center is operated Monday – Saturday from 8:00am to 7:30pm on Mondays, Wednesdays and Fridays and from 8:00am to 9:30pm on Tuesday and Thursdays. The successful candidate must be willing to work a flexible schedule, including evenings, weekends and holidays, for the duration of the Aquatic season (May 20, 2019 thru September 6, 2019) at approximately 20-25 hours per week. The successful candidate should also demonstrate standard business practices, i.e. respectful to others, arrive on time, responsible attendance, etc.

APPLICATION DEADLINE: OPEN UNTIL FILLED

SELECTION PROCESS:

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background checks will be conducted prior to being hired. 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.



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