



SWIM INSTRUCTOR

Parks & Recreation Department
(Part-Time Employment)

\$14.26 - \$17.37 per hour (no benefits)

DEADLINE TO APPLY: Open Until Filled

Incumbents will work a flexible schedule, with increased scheduling during peak workload periods, but less than 1,000 hours during the assignment through the fiscal year starting July 1st and ending June 30th.

JOB SUMMARY

Under general supervision this position teaches swimming lessons and/or specialized aquatic classes to the public. This position also monitors the use of the swimming pool and enforces safety rules. The Swim Instructor is a part-time hourly position. This class receives assignments from and reports to the Supervisory Team. Must be available to work evenings, weekends and holidays. Staff meetings are mandatory and held on Fridays at 10am.

REPRESENTATIVE DUTIES

- Conducts swim instruction classes.
- Administers first aid.
- Enforces pool regulations and policies.
- Assists in the maintenance of operational equipment.
- Maintains the pool area, deck and locker room for cleanliness and safety.
- Performs rescues.
- Evaluates student performance.
- Provides customer service as needed.
- Other duties as assigned.
- Must be available to work evenings, weekends and holidays.

QUALIFICATIONS

Knowledge of:

- A variety of aquatics programs including swim instruction, pool maintenance, first aid and CPR.
- Public relations methods.
- Pool rules and regulations.

Ability to:

- Communicate effectively both orally and in writing to co-workers, the public and administrators.

- Develop and maintain positive work relationships.
- Prepare and submit written reports.
- Effectively analyze situations and make sound decisions with minimal supervision.
- Bilingual Spanish is desirable, but not required.

EXPERIENCE AND EDUCATION

Experience as a lifeguard and/or swim instructor. Additional experience in organizing and conducting aquatics programs is also desirable.

Required Certificates

- American Red Cross Water Safety Instruction Certification;
- American Red Cross Lifeguard Certification and First Aid; and
- American Red Cross CPR/AED for the Professional Rescuer.

Testing Criteria

Testing includes: In-Water Skills Test, Certifications and Oral Interviews. Components of this test are **not** pass/fail. Rather, candidate's total points will be reviewed and considered when making final hiring selections.

In-Water Skills Test

- Treading water for 60 seconds with 10 pound swim brick (keeping head and swim brick above the surface of water);
- 25 yard dive and approach swim (head up) in 18 seconds or less;
- 25 yard swim retrieval and tow with 10 pound swim brick (keeping head and swim brick above the surface of water) in 70 seconds or less; and
- 200 yard swim in 3 minutes and 30 seconds or less (participants are scored based on 15 second increments).

HOW TO APPLY

A City of San Dimas application must be submitted and may be completed online by visiting the City website at www.cityofsandimas.com. Please do not send in applications by e-mail or fax. Questions may be directed to the Personnel Office at (909) 394-6211 or kfrey@ci.san-dimas.ca.us. A resume may be attached to the application, but does not substitute for a completed City application. **Every applicant is not interviewed.**

ABOUT THE CITY

San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. Excellent access to freeways offers a centralized location from which to enjoy Southern California's many cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's four departments

(Administration, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.

STATEMENT OF NONDISCRIMINATION

The City of San Dimas, California advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)