



CITY OF MILPITAS
Recreation Services

Lifeguard / Swim Instructor
Part-Time / Seasonal (Summer) Employment
Filing Deadline: Continuous

Salary: \$9.19-\$11.56/hour
Location: Milpitas Sports Center
Date Issued: May 15, 2013

The City of Milpitas Recreation Services seeks enthusiastic individuals for temporary Lifeguards / Swim Instructors for the Aquatic programs at the Milpitas Sports Center. Must be able to work flexible hours between 5:30am-9:00pm Monday-Sunday; up to 40 hours/week and limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

DUTIES

Under direct supervision of the Youth, Teen & Aquatics Coordinator, Recreation Pool Manager and Recreation Assistant Pool Manager, Lifeguards / Swim Instructors will ensure the safety of facility patrons by preventing and responding to emergencies and instruct swim lessons for participants of all ages.

The essential functions of this position include: maintaining constant surveillance of patrons in the facility; acting immediately and appropriately to ensure the safety of patrons in the event of an emergency; providing emergency care and treatment as required until the arrival of emergency medical services; performing various maintenance duties as directed to maintain a clean and safe facility; preparing and maintaining appropriate reports; having thorough knowledge of rescue techniques; understanding and enforcing of facility rules, policies and procedures, having leadership, public relations skills and decision-making skills.

In addition, Swim Instructors are responsible for instructing all swim lesson participants, ensuring the safety of all participants in their class, instructing and evaluating students participating in swim lessons, submitting completed participant report cards on time and attending mandatory meetings and training sessions as scheduled.

The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

MINIMUM QUALIFICATIONS

Lifeguard / Swim Instructor

1. Minimum age at time of hire is 15 years old.
2. Knowledge of and the ability to demonstrate skills in swim lesson instruction.
3. Ability to work independently and possess energy and enthusiasm.
4. Pre-Employment testing of lifeguarding skills and knowledge (Mandatory Lifeguard Academy Friday, May 17 from 5:00-9:00pm and Saturday, May 18-Sunday, May 19 from 8:00am-5:00pm).
5. Must have experience in working with children (3 – 17 years of age) and adults (18+ years of age).
6. Must have current certification in American Red Cross Lifeguard, CPR, First Aid and AED Training, or within 60 days of hire date.

Swim Instructor

1. American Red Cross Water Safety Instructor (WSI) certification preferred but not required.

NOTE

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

APPLICATION PROCEDURE

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.

Please submit a completed application and resume (front and back copies of **all** certification cards). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.