



City of Milpitas

Part-Time/Seasonal (Summer)

We invite applications for the position of:
Lifeguard/Swim Instructor

Hourly Rate:	\$16.50/hr
Post Date:	April 25, 2016
Close Date:	May 13, 2016
Location:	Milpitas Sports Center

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of professionals as diverse as the city we support. We are proud to have a mixture of employees and foster an environment that honors those differences. We believe in supporting our employee's ability and desire to grow to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas Recreation Services seeks enthusiastic individuals for a part time Head Swim Coach for the Milpitas Tidal Waves Swim Team at the Milpitas Sports Center. We are a year round, competitive swim team offering quality coaching and technique instruction for ages 6-18. During the winter season, practices are held Monday through Friday from 3:30-6:00pm. Summer season practices are held Monday through Friday from 3:00-6:30pm depending on the skill level of the swimmers. Swim meets are held monthly on Saturdays and Sundays from 7:00am-7:00pm depending on the swim meet. The Head Swim Coach will be required to work nights and weekends. Actual work schedule to be determined through agreement with supervisor.

What You Will Do

Under direct supervision of the Sports & Aquatics Program Coordinator and the Recreation Services Supervisor, the Head Swim Coach will ensure the safety of swimmers by preventing and responding to emergencies and lead swim practices with the various swimming groups.

The essential functions of this position include:

- Creating and implementing the Tidal Waves Swim Team Program.
- Managing and scheduling assistant swim coaches.



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- Writing swim team workouts and sets and working with swimmers by teaching them competitive swim techniques and training skills in and out of the water.
 - Managing parent volunteers during swim meets and scheduled events.
 - 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.
 - Attending mandatory meetings and training sessions as scheduled.
 - Having thorough knowledge of rescue techniques.
 - Understanding and enforcing of facility rules, policies and procedures.
 - Having leadership, public relations skills and decision-making skills.
 - Representing the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

Experience and Education

- Minimum age at time of hire is 18 years old.
- Should have prior coaching or swimming experience.
- Ability to work independently and possess energy and enthusiasm.
- Pre-Employment testing of coaching skills and knowledge (date TBD through interview process).
- Must have experience in working with children (3 – 17 years of age) and adults (18+ years of age).
- Must have current certification in American Red Cross Lifeguarding or Safety Training for Swim Coaches and CPR, First Aid and AED Training within 60 days of hire date.

License and Other Requirements

Upon selection, additional requirements include:

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

Selection Process



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Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

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 recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.