



We invite applications for the 2020 summer positions of:
**POOL ATTENDANT, LIFEGUARD I, LIFEGUARD II,
HEAD LIFEGUARD, ASSISTANT POOL SUPERVISOR, AND
POOL SUPERVISOR**
\$16.05 to \$26.94 Hourly
(Seasonal Part-Time)

Why Consider The City of Mountain View?

At the City of Mountain View, you will work alongside a team of dedicated and highly motivated professionals who contribute their talents and commitment to provide essential public services to our residents and businesses. The Community Services Department, Recreation Division provides activities to facilitate social/community connections, advance lifelong learning, and promote healthy lifestyles.

About This Role

These are part-time seasonal hourly positions in the Aquatics section of the Recreation Division. A typical work schedule for these positions vary due to the pool schedule and private rentals of the facility, but work shift could include the following Monday Through Friday: shifts starting at 7:45 a.m. to 10:00 p.m., Saturday & Sunday: 8:00 a.m. to 8:00 p.m. These positions provide support to The Mountain View Aquatics program, which may include working at either Rengstorff or Eagle Park Pool along with other City of Mountain View special events. These positions also require individuals to teach swim lessons developed by the American Red Cross and participate in monthly/weekly staff trainings. We are looking for fun and enthusiastic individuals that have a passion for public safety, and availability all hours of the day during the summer season with potential opportunity for off-season work.

What You Bring (Minimum Qualifications)

- Must be 15 years of age
- Obtain a work permit if under 18 years of age
- Pass employment screening process, including a skills assessment, and DOJ fingerprinting
- Above average physical stamina and swimming experience is desired in order to perform work duties
- Interest or previous experience working in a public service setting
- Ability to ensure the safety of facility patrons, apply knowledge of Lifeguard Training surveillance and scanning techniques, and respond using Lifeguard Training skills in the event of an emergency during hours of operation
- Prior lifeguard certification and customer service is preferred

Who You Are

- You have excellent customer service skills - you know how to talk to people and work in a team setting.
- You are enthusiastic about working at an aquatic facility.
- You remain calm and respond with urgency in emergency situations.
- You demonstrate maturity, integrity while performing work duties.
- You have the ability to work well with others and have exceptional communication skills.
- You have a willingness and ability to learn new things.
- You welcome responsibility and are not afraid to ask for clarification when unsure about what is expected.
- You are respectful, mature, and energetic during program time.
- Participate in continuous staff trainings.
- Ability to react calmly during emergency situations and follow the facilities Emergency Action Plan.

If you are not yet certified but are enrolled or planning to enroll in a Lifeguard Training Class, you may apply and be hired upon contingency that you pass the class. Please contact aquatics@mountainview.gov for more information.

What You'll Do

Pool Attendant:

- Provide exceptional customer service in person, on the phone, and through digital communications.
- Cleaning and occasional facility and equipment maintenance.
- Perform opening, closing, and other shift duties as required.
- Build and maintain positive and professional working relationships with co-workers, other City employees and the public.
- Follow policies and procedures stated in City of Mountain View City and Aquatics Employee Handbook.
- Display honesty, punctuality, and desire to be an active member of the aquatics team.
- Attend weekly/monthly staff trainings.
- Thoroughly complete, update, and prepare any necessary forms and records, including facility reports, attendance records, and incident reports.
- Communicate effectively with youth, parents/guardians, supervisors, and other Recreation staff.
- Act as a professional role model, mentor, and leader to youth, co-workers, and other adults while maintaining and displaying a positive attitude.
- Enforce pool guidelines and maintain a safe, clean, and well-organized work environment.
- Ability to manage and handle cash and use recreation registration software.

Lifeguard I:

All responsibilities as a Pool Attendant and:

- Obtain American Red Cross Lifeguard, First Aid Training, and CPR/AED for Professional Rescuer as required.
- Develop written Swim Lesson plans from the American Red Cross aquatics lesson program.
- Enforces pool rules in order to prevent aquatic accidents in swimming areas.
- Performs additional duties as assigned.

Lifeguard II:

All responsibilities as a Lifeguard I and obtain at least one of the following certifications as required:

- Lifeguard Instructor Certification
- Water Safety Instructor Certification
- A valid higher level of training such as Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Firefighter I, or equivalent training.
- Two years of experience working at an aquatic facility.
- Facilitate with shift duties and assist with Head Lifeguard, Assistant Pool Supervisor, or Pool Supervisor with additional duties as assigned.

Head Lifeguard (WSI or LGI emphasis):

All responsibilities as a Lifeguard II and:

- Oversee daily operations in a specific program area (swim lessons, recreation swim, lap swim).
- Organize and maintain supplies for assigned facility.
- Assist in leading trainings.
- Administer skill assessment audits.
- Perform additional duties as assigned.

Assistant Pool Supervisor (WSI or LGI emphasis):

All responsibilities as a Head Lifeguard and:

- Organize and maintain supplies for assigned facility.
- Plan and lead staff trainings with support of pool supervisor.
- Recruit, train, and certify Jr. Lifeguard candidates.
- Work with other Assistant Pool Supervisor to oversee Jr. Lifeguard program.
- Provide oversight of Head Lifeguard work duties and assignments.
- Support Pool Supervisor with administration tasks such as developing work, training, and evaluation schedules.
- Oversee daily and seasonal operations of one or more specific program area (swim lessons, recreation swim, lap swim).
- Oversee skill assessment audits and remediation of staff.

Pool Supervisors:

All responsibilities as a Head Lifeguard and:

- Oversee daily operations at entire aquatics facility.
- Supervise Head Lifeguards, and Assistant Pool Supervisors
- Handle complaints from the public and resolves problems if possible.
- Oversee Leadership in Training Program and all volunteer staff.
- Create and maintain staff schedules.
- Facilitate a healthy and proactive workplace environment.
- Review and approve staff timesheets.
- Complete staff evaluations and check-ins.
- Organize team building events for staff
- Participate in facility audits.
- Perform additional duties as assigned.
- Report directly to Senior Recreation Coordinator & Recreation Supervisor.

Are You Ready? Apply.

Submit your application, resume, and current certifications online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will close on **Friday, July 10, 2020**. The most appropriately qualified candidates will be invited to an interview and skills assessment (see below for applicable positions) (weighted 100%). Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

In-person interviews and skills assessments are tentatively scheduled for **Wednesday, April 20, Thursday, April 21, Wednesday, May 13 or Thursday, May 14** at Rengstorff Park Pool from **4:00pm-6:00pm**. Please plan accordingly. Lifeguard I, II, Head Lifeguard, Assistant Pool Supervisor, & Pool Supervisor applicants will be required to perform an in-water skills assessment (weighted 100%). Interviews will also be held on a rolling basis in February and March to early applicants.

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete an extensive pre-employment process, including proof of a negative TB test within the last two years, reference checks, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW

SEASONAL SUMMER AQUATICS

Supplemental Questionnaire

- 1) What position(s) are you applying for? Please select all that apply.
 - a. Pool Attendant
 - b. Lifeguard I
 - c. Lifeguard II
 - d. Leadership Staff-Head Lifeguard
 - e. Leadership Staff-Assistant Pool Supervisor
 - f. Leadership Staff-Pool Supervisor

- 2) If applying for Lifeguard I, II, or Leadership, please list any of the current Lifeguard certifications you have, CPR/AED, First Aid, or Title 22 Certification or proof of registration in an upcoming lifeguard training course. You will also need to attach these certifications or proof of registration to your application.

- 3) What date would you be available to start working?

- 4) Are you available to assist in spring shifts starting Saturday, April 25? Shifts will primarily take place 4:00pm-8:30pm Monday-Friday.

- 5) If you work the summer season, will you need any extended time off (over 1 week in length) at any time during the months of June, July, or August? If so, list the dates you anticipate taking off during this time periods below. Note: your vacation session must fit within one session.

Session 1: June 15-June 25

Session 2: June 29-July 9

Session 3: July 13-July 23

Session 4: July 27-August 6

Session 5: August 10- August 20

- 6) If offered the position, please acknowledge that you understand you will have in-service training the week before summer starts as well as weekly in-service trainings. Please contact aquatics@mountainview.gov for any questions or date conflicts:
 - a. Recertification Option #1 (if you are currently lifeguard certified and needing to recertify before the end of summer)
 - i. Saturday, May 9th 9am-5pm
 - b. Pre-Summer Training (times tentative):
 - i. New Staff Orientation/Onboarding: Wednesday & Thursday, May 20 & 21 4:00pm-6:00pm
 - ii. Saturday, May 23: 2:00pm-4:00pm
 - iii. Monday-Friday, June 8-12: 9am-2pm
 - c. Summer Weekly Trainings
 - i. Fridays: 9:00am-11:00am or 3:30pm-5:30pm

CITY OF MOUNTAIN VIEW
SEASONAL SUMMER AQUATICS LEADERSHIP STAFF
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your response to all questions to maximum of 2 pages.

1. Please indicate which position you are most interested in and list your qualifications and experience?
2. Explain your experiences with working with individuals from a diverse community. If you have experience working with youth, please highlight this in your response.
3. List two goals (can be program or individual specific) for the 2020 summer season. How will you work towards these goals? What support do you anticipate needing?
4. Please give a brief overview of your leadership style. What tools do you utilize to communicate and keep organized on administration skills?