



**HEAD LIFEGUARD/LIFEGUARD II/INSTRUCTOR  
RECREATION DEPARTMENT**

**\$16.76 hourly  
(Effective July 1, 2020: \$17.23 hourly)**

**Summer Aquatics Season  
Preferred availability to work from  
May 1 to August 14, 2020**

**APPLICATION CLOSING DATE:  
Open Until Filled – Priority Screening in February**

**APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, there are three (3) required items that must be submitted in order for you to be considered:

1. City of Gilroy employment application which includes specific supplemental questions.
2. A current American Red Cross Lifeguard/First Aid/CPR/AED certification
3. A current Water Safety Instructor (WSI) certification

**ABOUT THE POSITION**

City of Gilroy is recruiting for seasonal Head Lifeguards for the 2020 Summer Season. The main goal of the Recreation Department is to offer excellent recreation programs that provide community members with a wide-range of opportunities to celebrate life and community through people, parks, programs, and special events which are delivered by a team of employees dedicated to offering quality recreational, social, and cultural services to all Gilroy residents.

**GENERAL DESCRIPTION:**

Under direct supervision of the Recreation (Aquatics) Coordinator, Pool Manager, and/or the Assistant Pool Manager, is responsible for instructing youth and adults with basic to advanced swimming skills, supervising the safety of participants during recreational swimming, and enforce pool safety and sanitation rules whenever the pool facility is in use. Employees in this classification instruct and supervise the participants in the summer aquatics program. This is a seasonal position. Employees selected as a Head Lifeguard are classified as a Lifeguard II and assigned additional Head Lifeguard duties. Head Lifeguard is a special assignment position and employees in this special assignment may shift to Lifeguard II at the discretion of the Recreation (Aquatics) Coordinator at any time.

**EXAMPLES OF DUTIES HEAD LIFEGUARD:**

1. Be a leader among the Aquatic Team
2. Assist with staff in-service trainings
3. Under the supervision of the MODs, assist with office duties – collecting daily fees, entering money in Active, managing snack shack
4. Support the MOD during operation as needed

5. Cover a lunch break for a MOD
  6. Assist with the management and operation of private swim lessons
  7. Assist with managing group lessons
  8. Lead opening and closing duties and delegate job assignments to other staff and volunteers
  9. Assign the opening lifeguard rotation
  10. Mentor and assist with the supervision of Jr. Guard Volunteers
  11. Attend weekly MOD meetings
  12. Assist the MODs in conducting red-cap drills (unannounced test of lifeguard's skills – could be a rescue or first aid situation)
  13. Perform the duties of a Lifeguard II
- \*MODs = Assistant Pool Managers and Pool Manager \*APM = Assistant Pool Manager**

### **EXAMPLES OF DUTIES LIFEGUARD II:**

1. Observe pool areas to insure cleanliness and safe, proper use of facilities and equipment.
2. Maintain constant surveillance over pool users to ensure that they conduct themselves in a manner so as not to endanger themselves or others.
3. Enforce pool rules and regulations as they pertain to pool users.
4. Perform rescues, administer first aid, perform CPR with AED and summon supervisors and emergency personnel as required for injuries or other medical emergencies.
5. Administers practical swim tests to determine participants' skill level.
6. Complete report cards and certificates at the completion of each swim class.
7. Work at multiple, outdoor locations and in the water in variable temperatures and weather conditions.
8. Compile written report to document rescues, injuries, and other incidents as required.
9. Keep daily activity logs of rescues and other incidents involving the administration of first aid and enforcement of pool rules.
10. When not on lifeguard duty performing safety supervision functions, will provide swim lessons, water safety instructions or similar duties in accordance with Red Cross guidelines.
11. Plan and implement lesson plans.
12. Communicates to Manager and/or Assistant Manager any problems that take attention away from guarding pool.
13. Directs use of equipment, including diving board, games, special event equipment.
14. Set-up pool area and cleanup after instruction.
15. Develop positive relationships with pool users to ensure cooperation with pool rules and positive public relations.
16. Assist in the closure of swimming pool areas as warranted.
17. Participate in related training programs and staff meetings.
18. Perform related work as required.

### **QUALIFICATIONS**

1. Completion of Grade 10 or Sophomore year in High School.
2. The following valid certifications are required: American Red Cross Lifeguard/First Aid/CPR/AED certification and Water Safety Instructor certificate.
3. Any related experience helpful. Prior experience as a Lifeguard/Water Safety Instructor preferred. A typical way to acquire experience is to have actively participated in water polo teams, swim teams, sports programs, or similar activities outside a school setting and have some experience in supervising children, communicating with parents and the general public or demonstrate a good knowledge of competitive and lifesaving strokes.
4. May be required to possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
5. Valid tuberculosis (TB) Certificate.

6. Pass a pre-employment drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.
9. Prefer bilingual (English/Spanish).

**The Ideal Candidate will:**

- Respond calmly and efficiently in emergency situations.
- Have the ability to make proper decisions according to policies and approved lifeguard training standards.
- Perform lifeguard and rescue functions proficiently and with endurance under stress.
- Effectively performing first aid and CPR techniques.
- Swim the elementary backstroke, freestyle, sidestroke, and breaststroke, butterfly, and backstroke.
- Conduct a program of swimming instruction, water safety instruction, and/or recreational activities in a swimming pool.
- Remain vigilant, alert and act quickly in making rescues, rendering aid, summoning EMS and assisting lifeguards with these tasks.
- Enforce pool safety rules effectively and with a positive demeanor.
- Work various hours, including nights, weekends and holidays.
- Display customer service techniques to deal tactfully and courteously with program participants and the general public.
- Possess excellent attendance and punctuality.

**CITY OF GILROY SUMMER 2020 AQUATICS HIRING/TRAINING AND WORK SCHEDULE:**

- **March – April: Interviews & Swim Skills testing as needed (dates to be determined)**
- **April 1 to April 27: Pre-employment fingerprinting & drug screen appointments\***
- **April 27, 28 or 29 (3:45 p.m.): Mandatory HR Orientation (candidates must attend one date)\***
- **May 1 to August 14: Regular Season**
- **May 15 to May 17: Mandatory Training**
- **June 8 to June 12 (all day): Mandatory In-Service training for all summer staff**

\*Subject to change as needed by the City.

**All applicants must be able to attend all mandatory training.**

**Vacations:** Due to the nature and short duration of the summer programs, vacation schedules may not be accommodated. A maximum of 7 days of time-off during the entire Summer Swim Program will be considered according to the feasibility of the schedule and at the discretion of the supervisor. If you request more than 7 days, we will choose 7 days from your request to allocate as time off. All applicants must list planned vacations in the supplemental questionnaire that is part of the on-line employment application. **All requests must be submitted on this form to be considered.** You may have additional time off during the summer, but you are responsible for getting those shifts covered by other staff (getting a shift covered by another staff member does NOT count toward your 7 days off). Hiring preference will be given to those applicants that have more availability during the summer programs.

**Employees will be required to purchase shorts and swim suit in accordance with the Aquatics Dress Code requirements.**

**COMPENSATION AND BENEFITS**

**Other Information**

Temporary/seasonal employees are non-benefited, at-will positions. Temporary/seasonal employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee

contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

### **Payroll**

Temporary/seasonal employees are paid from 21st of the month to the 20th of the next month on the first working day of the following month.

### **Work Hours**

Temporary/seasonal employees work hours will vary as needed to staff the program. In addition, temporary/seasonal employees are limited to working no more than 5 consecutive months (May-September).

Please note:

- Summer Aquatics Program would like all staff to begin employment on May 1, 2020 for training and work shifts on Saturdays and Sundays.
- Staff who are unable to begin work on May 1 will begin employment on June 8.
- Applicants who can commit to the entire season (May 1 – August 14) will be given preference.
- All staff beginning employment on May 1 must attend HR Orientation on April 27, 28 or 29.

## **SUPPLEMENTAL QUESTIONNAIRE**

1. Please list any prior experience you have that is related to the position of Head Lifeguard/Lifeguard II Instructor. (Examples would be your experience with water polo teams, swim teams, sports programs, or experience in supervising children with parents and the general public).
2. What skills and traits do you possess that would make you an excellent Head Lifeguard?
3. Describe a specific example of when you demonstrated leadership skills.
4. Do you have a current American Red Cross Lifeguard/First Aid/CPR/AED certification? What is the expiration date on your card?
5. Do you have a current Water Safety Instructor (WSI) certification? What is the expiration date on your card?
6. If you do not have the two current certifications listed above but are enrolled in a class to obtain them, please list the name and dates of the class. (You must submit proof of enrollment either by uploading a copy of your enrollment form to this on-line application or bringing in a copy to Human Resources).
7. The Summer Aquatics Season is May 1 to August 14. Training as well work shifts will be scheduled on Saturdays and Sundays. Can you begin work on May 1<sup>st</sup>? Yes No
8. If you answered no above, please indicate why you are unable to begin employment and include the date you can begin employment.
9. Please indicate what days you are requesting off during summer. **All requests must be submitted at time of application to be considered.** You will not be granted more than 7 vacation days off during the entire summer and requests are not guaranteed. If you request more than 7 days, we will choose 7 days from your request to allocate as time off. You may have additional time off during the summer, but you are responsible for getting those shifts covered by other staff (getting a shift covered by another staff member doesn't count toward your 7 days off).
10. If you were referred by a City of Gilroy employee please identify the employee (one name only, please).

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**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

**Apply Online:** Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

**This position is open until filled.** To be considered **please submit all application materials**. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

**NOTE: If you are also interested in the Pool Manager, Assistant Pool Manager, Lifeguard II, Lifeguard I, or Pool Cashier positions you will need to apply for each position separately.**

*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include your e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS  
WORKFORCE DIVERSITY.**