



**LIFEGUARD I/ASSISTANT INSTRUCTOR  
RECREATION DEPARTMENT  
\$13.37 per hour**

**Must be available to work May 17<sup>th</sup> – August 4<sup>th</sup>**

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

**APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, there are two (2) 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

**ABOUT THE POSITION:**

City of Gilroy is recruiting for seasonal Lifeguard I/Assistant Instructors for the 2019 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 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 temporary/seasonal position.

**EXAMPLES OF DUTIES:**

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 and AED and summon supervisors and emergency personnel as required for injuries or other medical emergencies.
5. May assist the Lifeguard II/Instructor with swim lessons for various age and skill levels in accordance with Red Cross guidelines.
6. Work at multiple outdoor locations and in the water in variable temperatures and weather conditions.
7. Compile written report to document rescues, injuries, and other incidents as required.
8. Keep daily activity logs of rescues and other incidents involving the administration of first aid and enforcement of pool rules.

9. When not on lifeguard duty performing safety supervision functions, will assist with swim lessons, as Lifeguard Certificate permits, or similar duties in accordance with Red Cross guidelines.
10. Communicates to Pool Manager and/or Assistant Pool Manager any problems that take attention away from guarding pool.
11. Directs use of equipment, including diving board, games, special event equipment.
12. Set-up pool area and cleanup after instruction.
13. Develop positive relationships with pool users to ensure cooperation with pool rules and positive public relations.
14. Assist in the closure of swimming pool areas as warranted.
15. Participate in related training programs and staff meetings.
16. Perform related work as required.

## **QUALIFICATIONS**

1. Completion of Grade 10 or Sophomore year in High School. This provision may be waived (at the sole discretion of the City of Gilroy) for applicants who have obtained a valid American Red Cross Lifeguard/First Aid/CPR/AED certification as currently the minimum age for American Red Cross certification is age 15.
2. The following valid certifications are required: American Red Cross Lifeguard/First Aid/CPR/AED certificate. The minimum age for American Red Cross certification is age 15.
3. Any related experience helpful. Prior experience as a Lifeguard preferred. A typical way to acquire experience is to have actively participated in water polo teams, swim teams, sports programs, or similar activities (such as a Junior Lifeguard Program) 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:**

- Make decisions according to policies and approved lifeguard training standards.
- Be able to swim, perform lifeguard, and rescue functions proficiently and with endurance under stress.
- Be effective in performing first aid and CPR techniques.
- Be able to swim the elementary freestyle and breaststroke.
- Communicate effectively with the public in a positive but firm manner in order to enforce pool safety rules.
- Conduct recreational activities in a swimming pool.
- Have excellent interpersonal and communication skills.
- Have excellent customer service techniques.
- Oversee the supervision of activities.
- Possess excellent attendance and punctuality.

**Upcoming 2019 Lifeguard Certification & Water Safety Instructor Certification Classes – See Attached Flyer**

## CITY OF GILROY SUMMER 2019 AQUATICS HIRING/TRAINING AND WORK SCHEDULE:

- February – April: Interviews & Swim Skills testing as needed (dates to be determined)
- April 1 to April 22: Pre-employment fingerprinting & drug screen appointments\*
- May 6, 7 or 8 (3:45 p.m.): Mandatory HR Orientation (candidates must attend one of these dates)
- May 17 to May 19: Mandatory training
- May 17 to August 4: Regular Season
- June 10 to June 14 (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 trainings.**

**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 for this position that will meet the Aquatics dress code requirements. (See Uniform Dress Code)**

## 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 21<sup>st</sup> of the month to the 20<sup>th</sup> 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).

## SUPPLEMENTAL QUESTIONNAIRE

1. Please list any prior experience you have that is related to the position of a Lifeguard I/Assistant Instructor. (Examples would be your experience with water polo teams, swim teams, sports programs, or experience in supervising children, communicating with parents and the general public).

2. Do you have a current American Red Cross Lifeguard/First Aid/CPR/AED certification? What is the expiration date on your card?
3. If you do not have the certification listed above but are enrolled in a class to obtain them, please list the name, location 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).
4. All Aquatics Summer Staff must be available to begin employment on May 17, 2019. If you are not able to begin employment on May 17<sup>th</sup>, please indicate why you are unable to begin employment and indicate the date to when you can begin employment.
5. Will you be available to attend **Mandatory** HR Training on either May 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup>?      Yes   No
6. Are you available to work all days of the week from May 17 through August 4?      Yes   No
7. 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).
8. 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, Head Lifeguard, or Lifeguard II positions you will need to apply for each position separately.**

In addition, final candidates for the position are required to pass a State of California Department of Justice criminal records check, TB/PPD Testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

*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.**