



We invite applications for the position of:

## **Lifeguard/Swim Instructor**

**\$20.06-\$21.89/hour**

**\$21.05-\$25.15/hour with WSI**

**Open until filled**

---

**The City of San Mateo Parks and Recreation Department is looking responsible, enthusiastic, and team-oriented individuals to join our Aquatics Team!**

### Qualifications:

Applicants must be at least 15 years old and able to obtain a work permit if under the age of 18. Candidates must complete and pass the American Red Cross Lifeguard Training course, including Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification, by June 1, 2026. While not required, Water Safety Instruction (WSI) certification is highly desirable.

### Lifeguard Job Responsibilities:

- **Ensure Patron Safety:** The primary responsibility of a lifeguard is to protect lives by preventing injuries and accidents. This includes remaining alert and vigilant, actively monitoring the pool and surrounding areas, recognizing hazards early, and responding quickly and effectively to emergencies—including water rescues, CPR, and first aid.
- **Enforce Rules Consistently:** Lifeguards help patrons stay safe by enforcing facility rules fairly and consistently. This involves monitoring behavior, addressing unsafe actions, and educating patrons about safe practices.
- **Maintain a Clean and Safe Facility:** Lifeguards assist with daily maintenance and cleanliness of the facility. Tasks may include checking and recording chemical levels, organizing and inspecting equipment (including rescue buoy, Shepard's hook, First Aid pack, etc...), picking up trash and debris, and reporting or addressing unsafe facility conditions.
- **Availability:** Ability to work a minimum 25 hours a week from June 15<sup>th</sup> – August 9<sup>th</sup>, including some weekends. Pre-planned and approved vacation requests may be accommodated.

### Swim Instructor Job Responsibilities:

- **Provide Instruction Across Levels:** Teach swim lesson participants across a range of skill levels, following established curriculum and safety standards.
- **Ensure Participant Safety:** Maintain constant awareness and create a safe learning environment for all participants within your class.
- **Maintain Professional Class Operations:** Arrive prepared and work all scheduled hours, begin and end classes on time, stay afterward to answer participant or parent questions, and ensure all equipment and supplies are properly cleaned.
- **Assess and Support Student Progress:** Instruct, observe, and evaluate students' skills and progress throughout the session, providing clear feedback and guidance.
- **Complete Required Documentation:** Accurately complete and submit report cards, skills sheets, attendance records, and any other required documentation on time.

### Schedule:

Interviews	Between March and May 2026
In –Service Training	June 8th – 12th (Mandatory Attendance)
Summer Aquatics Session	June 15th – August 9th
Weekly In-Service Training	Every Other Friday 9:30am-12:30pm
Programming Daily Hours: (scheduled shifts may vary)	M-Th 9:45am-7:00pm Sat 9:45am-5:15pm Sun 12:45pm-5:15pm

Are You Interested? Apply!

Applications can be found on our website at [www.cityofsanmateo.org](http://www.cityofsanmateo.org), on-line at [www.calopps.org](http://www.calopps.org) or at City facilities to e-mail to [MBurwell@cityofsanmateo.org](mailto:MBurwell@cityofsanmateo.org) If you have any questions, contact Community Services Supervisor, Michelle Burwell via email or 650.522.7475.

**Fine Print** Prior to hire, candidates will be required to successfully complete all pre-employment requirements, including reference checks, a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan fingerprint background check, and Tuberculosis (TB) clearance. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [wleopoldino@cityofsanmateo.org](mailto:wleopoldino@cityofsanmateo.org) or (650) 522-7265 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.