



CITY OF LA HABRA
invites applications for the position of:

Swim Instructor/Lifeguard (Temporary/Part-time)

SALARY: \$13.00 Hourly
DEPARTMENT: Community Services
DIVISION: Recreation
OPENING DATE: 03/04/19
CLOSING DATE: 03/29/19 04:30 PM

DESCRIPTION:

The City of La Habra is recruiting to fill the position of Swim Instructor/Lifeguard in the Community Services Department for the summer months approximately from May through August. Swim Instructor/Lifeguard will work approximately 30 hours per week.

DEFINITION:

Under supervision, instructs, conducts and coaches a variety of swimming classes and other aquatics activities for all ages. Performs the duties of lifeguarding and enforcing preventative water safety rules and regulations. May be assigned to work additional City events at supervisor's discretion. This position will be required to work the City of La Habra's Annual 4th of July Event, including some days post and prior to the event.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):

- Supervises the actions of participants.
- Rescues swimmers in danger of drowning and administers emergency First Aid and CPR.
- Performs emergency water rescue techniques as necessary.
- Teaches a variety of swimming classes.
- Maintains cleanliness of swimming pool deck and locker rooms.
- Collects and processes open swim fees.
- Assists with special events including, but not limited to: Concerts in the Park, and Drive-in Movies.
- Keeps records of students, and prepares student evaluations.
- Serves as a mentor to teen leaders.
- Develops cooperative relationships with pool patrons to ensure positive public relations.
- Performs other related duties as required.

TYPICAL QUALIFICATIONS:

QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- All water safety procedures.

Ability to:

- Administer emergency first aid and water rescue techniques.
- Teach all levels of swim classes for participants of all ages.
- Follow written and oral instructions.
- Keep records and prepare reports as needed.
- Generate enthusiasm among participants.
- Supervise use of the pool facility and equipment safely.

- Make correct decisions and act quickly in emergencies.
- Resolve minor disciplinary problems and maintain order.
- Establish good working relationships with staff and the public.
- Provide excellent customer service to the Community and maintain effective working relationships with persons of diverse cultural and socio-economic backgrounds.

SUPPLEMENTAL INFORMATION:

TRAINING AND EXPERIENCE:

Any combination of education and experience that provides the qualifying knowledge, skills, and abilities for this position. Experience working with the public is preferred. Applicants must be at least 17 years of age in order to apply, or 16 with a worker's permit. Bilingual (English/Spanish) is highly desirable.

CERTIFICATES AND LICENSES:

Must possess and maintain a valid American Red Cross Certification as a Lifeguard, Training, CPR, First Aid, Water Safety Instructor Certification and valid California Class C Driver's License or California Identification card.

PHYSICAL DEMANDS

An employee sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool/community center equipment weighing up to 75 pounds. While performing the duties of this job, an employee physically must be able to react quickly to lifesaving emergencies and will perform strenuous physical activity requiring physical strength and endurance when performing water rescues. While performing the duties of this class, an employee may perform moderately heavy work; regularly required to sit, stand, talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel a variety of equipment; and reach with hands and arms. The employee is required to walk, climb, stoop or bend, push, and pull. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class the employee must react quickly to life saving emergencies. The employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with City staff, elected officials, residents, the general public and others encountered in the course of work, some of whom may be dissatisfied and/or abusive individuals.

WORK ENVIRONMENT

The majority of work is performed indoors on a pool deck or in a swimming pool. Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. During the course of some rescue and first aid tasks, an employee may be exposed to blood, other bodily fluids/products, communicable diseases and other related health hazards. An employee operates an oxygen tank and will have exposure to pool water and pool chemicals, cleaning solvents and disinfectants and electrical and mechanical hazards. Work may require exposure to noise, dust and dirt. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. When work is performed in an office or at a public counter, an employee may use a personal computer. An employee must be able to meet the physical requirements of the class and have mobility, vision, hearing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL CONDITIONS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATION PROCESS:

To be considered for this opportunity, please submit a City application online through the Human Resources Department webpage at www.governmentjobs.com/careers/lahabraca. Completed applications will be accepted until **5:30 p.m. on Thursday, March 21, 2019, so please apply immediately**. Resumes will *not* be accepted in lieu of a completed City Application. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final

candidate must successfully complete a drug screening and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.lahabraca.gov>

Position #00090
SWIM INSTRUCTOR/LIFEGUARD (TEMPORARY/PART-TIME)
DG

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