

Part-time Temporary  
20-40 hrs/week

## **CITY OF SCOTTS VALLEY CLASS SPECIFICATION**

### **SWIM INSTRUCTOR / LIFEGUARD**

#### **JOB PURPOSE**

Under supervision will assist in instructing swim courses to children six months and up, including adults. Responsible for supervising recreation swim programs and related duties as required.

#### **EXAMPLES OF DUTIES**

##### **Essential Duties:**

- Assist Pool Manager with implementation of swimming pool programs.
- Lifeguard swim programs; enforce pool rules and state health and safety laws; interpret pool rules and policies for pool patrons; offer stroke instruction; organize pool games; verify swim test as requested.
- Respond to emergency situations, administer first aid and primary care as needed, and complete accident/incident forms.
- Staff office.
- Conduct public relations; offer program information; handle incoming telephone inquiries; handle or refer public complaints; post notices.
- Report pool repairs as necessary.
- Perform cashiering duties as assigned.

##### **Marginal Duties:**

- Inventory and maintain equipment and supplies.
- Perform other special duties as assigned.

#### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Lifeguard training certificate, first aid certification, such as Advanced First Aid, First Responder, Responding to Emergencies with Emergency Childbirth, or EMT 1A or equivalent to State Title 22 required level. CPR card issued by a recognized authority such as BLS (American Red Cross) or "C" level (American Heart Association), equivalent to State Title 22 required level. Water safety instructor certification preferred. Must be 16 years of age at time of appointment. Work permit required for students under 18 years of age. Possession of a valid California motor vehicle operator's license is preferred.

**Ability to:** Handle emergency situations, maintain positive attitude and demeanor under stress, earn the respect of participants, work harmoniously with others, develop interest in aquatics programs and encourage participation.

CITY COUNCIL APPROVAL DATE: September 4, 2002