



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

POOL INSTRUCTOR I (WSI)/COMMUNITY SERVICES

PART-TIME SEASONAL

- PAY RATE:** \$12.73 to \$14.74 per hour
- HOURS:** Up to 28 hours per week
Schedule consists of Monday – Sunday between the hours of 6:30 AM – 9:00 PM
- CURRENT CERTIFICATES REQUIRED:** American Red Cross CPR and Basic First Aid Certificate
Advanced Lifesaving (Lifeguarding) Certificate, and Water Safety Instructor Certificate
- DUTIES:** Under the direction of the pool manager and/or assistant pool manager, instruct swim lessons following American Red Cross Safety Program techniques and lesson plans for all age groups and ability levels; provide a safe and accident-free pool environment; considerately and patiently enforce pool rules; assess swim abilities to avoid unsafe conditions; administer CPR and American Red Cross first aid; communicate effectively with patrons and staff; perform daily pool maintenance including set up and take down of pool equipment; and related work as required.
- MINIMUM QUALIFICATIONS:** Must be at least sixteen (16) years of age and must possess the following: teaching experience; personal skills in the leadership of swimming activities; ability to lead groups in swimming at beginning and advanced levels; knowledge and philosophy of aquatics and its application to individuals and groups; ability to establish and maintain effective working relationships with supervisors, other employees, and the public; **MUST** have reliable transportation; and **MUST** be willing and able to work irregular hours including evenings, weekends, and July 4th.
- SELECTION PROCESS:** Applicants whose qualifications most closely match the minimum qualifications will be invited to participate in the examination process, which will include the following:
- | <u>EXAMINATION</u> | <u>WEIGHT</u> |
|--------------------------|---------------|
| Application Screening | Qualifying |
| Appraisal Interview | 100% |
| Background Investigation | Qualifying |
- Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to appointment applicants will be required to successfully complete a drug screening.
- APPLICATION PROCEDURE:** A City of La Verne employment application form may be obtained from the Community Services Office or the Personnel Office in City Hall, 3660 "D" Street, La Verne, CA.
- FILING DEADLINE:** 12:00 Noon, Thursday, March 22, 2018

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

COMMUNITY SERVICES (909) 596-8700 www.cityoflaverne.org
Equal Opportunity Employer