



City of Milpitas

Part-Time/Seasonal (Summer)

We invite applications for the position of:
Lifeguard/Swim Instructor

Hourly Rate:	\$10.00 - \$12.15/hr.
Post Date:	February 5, 2016
Close Date:	April 22, 2016
Location:	Milpitas Sports Center

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of professionals as diverse as the city we support. We are proud to have a mixture of employees and foster an environment that honors those differences. We believe in supporting our employee's ability and desire to grow to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas Recreation Services seeks enthusiastic individuals for temporary Lifeguards / Swim Instructors for the Aquatic programs at the Milpitas Sports Center. Must be able to work flexible hours between 5:30am-9:00pm Monday-Sunday; limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

What You Will Do

Under direct supervision of the Recreation Supervisor, Recreation Pool Manager and Recreation Assistant Pool Manager, Lifeguards / Swim Instructors will ensure the safety of facility patrons by preventing and responding to emergencies and instruct swim lessons for participants of all ages.

- Maintaining constant surveillance of patrons in the facility
- Acting immediately and appropriately to ensure the safety of patrons in the event of an emergency
- Providing emergency care and treatment as required until the arrival of emergency medical services
- Performing various maintenance duties as directed to maintain a clean and safe facility



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- Preparing and maintaining appropriate reports
 - Having thorough knowledge of rescue techniques
 - Understanding and enforcing of facility rules, policies and procedures, having leadership, public relations skills and decision-making skills
 - Swim Instructors are responsible for instructing all swim lesson participants, ensuring the safety of all participants in their class, instructing and evaluating students participating in swim lessons, submitting completed participant report cards on time and attending mandatory meetings and training sessions as scheduled.
 - The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

Experience and Education

Lifeguard / Swim Instructor

- Minimum age at time of hire is 15 years old.
- Knowledge of and the ability to demonstrate skills in swim lesson instruction.
- Ability to work independently and possess energy and enthusiasm.
- Pre-Employment testing of swimming skills and knowledge through a Lifeguard Academy (April & May 2016, actual dates TBD).
- Must have experience in working with children (3 – 17 years of age) and adults (18+ years of age).
- Must have current certification in American Red Cross Lifeguard, CPR, First Aid and AED Training, or within 60 days of hire date.

Swim Instructor

- American Red Cross Water Safety Instructor (WSI) certification preferred but not required.

License and Other Requirements

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.



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Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.