

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
PART-TIME SEASONAL RECREATION TRAINER – AQUATICS**

GENERAL DUTIES: Under direct supervision of a Recreation Supervisor, develop, plan, organize, promote, supervise, and evaluate Red Cross lifeguard training, CPR/AED for the professional rescuer and first aid and Water Safety Instructor training. Implement and deliver Red Cross Lifeguard Training and or Water Safety Instructor training to participants.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervise program areas to insure cleanliness and proper use of facilities and equipment.
2. Maintain records and makes reports.
3. Screen, train, and direct volunteers, staff and other assigned personnel.
4. Participate in related training programs and staff meetings.
5. Primarily responsible for planning, organizing, coordinating, implementing and evaluating.
6. Perform related work as required.

SPECIFIC TO THE RECREATION TRAINER –AQUATICS

7. Plan, organize, and implement training programs for Lifeguards.
8. Plan, organize, and implement training programs for Water Safety Instructors.
9. Evaluate participants in the completion of the Lifeguard and WSI instructing.
10. Establish and maintain effective working relationships with the Red Cross Agency.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

1. Completion and successful passing of the American Red Cross course in the Fundamentals of Instructor Training and Lifeguard Instructor Trainer.
2. Completion and successful passing of the American Red Cross course in the Fundamentals of Instructor Training and Water Safety Instructor Trainer.

ABILITIES:

1. Plan, administer, and evaluate recreation program operations.
2. Organize and direct the activities of participants, volunteers and others involved in recreation activities.
3. Deal courteously and effectively with staff, participants and community groups, with the focus centered upon excellent customer service.
4. Keeps accurate records; prepares related reports and correspondence.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Rescue equipment such as, lifeguard rescue tube, life saving ring, rescue pole, first aid kit, and rescue backboard.
2. Whistle, air horn.
3. Pool and recreation equipment such as pool cover equipment.
4. Two-way radio.
5. Computer monitor, keyboard and printer.
6. Copy machine.
7. Fax machine.
8. Report forms, pencils and pens.

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Swimming and demands associated with water rescue.
2. Climbing to and from elevated lifeguard station.
3. Sitting in elevated lifeguard station for extended periods.
4. Sitting for prolonged periods of time while working at a computer or attending meetings/training.
5. Walking
6. Standing, for up to 4 hours, during presentations, training seminars and recreational activities.
7. Kneeling
8. Bending/stooping
9. Twisting
10. Reaching
11. Carrying equipment up to 50 lbs.
12. Pushing/pulling, equipment up to 50 lbs.
13. Lifting up to 50 lbs.
14. Speed in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, fax machine, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions up to 5% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Varying weather conditions, up to 95% of the time.
2. Travel: Under varying conditions via automobile, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, concrete, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal to high depending on current aquatics activities taking place.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while traveling in a vehicle and associated with swimming and injured victims; exposure to wet and slippery surfaces around pool areas.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment. While in the field, exposure to direct and indirect sunlight.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

1. A combination of education training and experience equivalent to: (a) 60 college units or an AA Degree and (6) six months experience in a related field or (b) 2 ½ years of experience in a related field.
2. Must hold a valid Red Cross Certification in Lifeguard Trainer and Water Safety Instructor Trainer.
3. May be required to possess and maintain a valid Class C California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
5. Valid tuberculosis (TB) Certificate.
6. Pass a pre-employment drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.
9. Prefer bilingual (English/Spanish).