



**Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.**

## **AQUATIC POSITIONS**

**SEASONAL**

Summer will be here soon! Start preparing for a rewarding summer Aquatics job. It's more than just a job...It's an experience that can help save a life. You're invited to join our team and make a difference! The pools will be open on a daily basis from June 2<sup>nd</sup> – Aug. 8<sup>th</sup>, 2008. Some staff will be assigned to work private pool parties as early as mid-May. Staff will work a varying schedule of hours, which may include mornings, evenings, and weekends.

**DEADLINE FOR APPLYING: Open until filled, interviews are held on an ongoing basis.**

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca., 93308:

- Copies of current Aquatic certifications or copy of current training registration.
  - Current Employee's can submit an Employee interest form or an updated application.
- Contact the Personnel Office at 392-2000 for more information, the Employment Application or the Employee Interest Form. These can also be downloaded from the district's website at [www.norfun.org](http://www.norfun.org), Employment section.

**POOL LOCATIONS:** Our pools are located at the Administrative Center (NOR Pool), 405 Galaxy Avenue; North Beardsley Park (NB POOL), 901 Airport Drive; and Greenacres Park (GA Pool), 2014 Calloway Drive.

### **LIFEGUARDS**

**HOURS:** Approximately 20 – 40 hours per week; Monday through Saturday.

**QUALIFICATIONS:** At least 15 ½ years old with a valid school work permit and current American Red Cross Lifeguard Training, CPR for the Professional Rescuer, AED, and Title 22. Must submit copies of certification or complete training prior to start. Experience working with the public is desired. Must be able to work weekdays, evenings, Saturdays, and Sundays for pool rentals as needed.

### **AQUATICS INSTRUCTORS**

**HOURS:** Approximately 35 – 50 hours per week; Monday through Saturday.

**QUALIFICATIONS:** Must be at least 16 years old and current in American Red Cross Water Safety Instruction (WSI), Lifeguard Training, CPR for the Professional Rescuer, AED, and Title 22. Experience working with the public is desired. Must be able to work weekdays, evenings, Saturdays, and Sundays for pool rentals as needed.

### **ASSISTANT POOL MANAGER**

**HOURS:** Approximately 20 – 50 hours per week; Monday through Saturday.

**QUALIFICATIONS:** Must be at least 18 years of age and current in American Red Cross Water Safety Instruction (WSI), Lifeguard Training, CPR for the Professional Rescuer, AED, and Title 22. Must have one year of experience as an Aquatics Instructor at a public swimming facility; two preferred. Must be able to accept leadership role in the Pool Manager's absence and accommodate flexible work schedule which may include evenings, weekdays, and weekends.

**The District is offering American Red Cross Lifeguard certification training in March 2008. This certification will help meet your requirements for employment with us. For further information regarding the upcoming Aquatics program, please contact Lisa Walker at (661) 392-2010.**

## CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:

An offer of employment will be contingent upon passing the following:

- Job offer contingent upon passing fingerprinting and post-offer, pre-employment drug screen
- Must possess current American Red Cross certifications
- If applicable, must submit a valid work permit
- Must submit verification of your identity and citizenship or legal right to work in the United States

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

All work activities are performed in a public swimming facility and regularly required to communicate with participants. Ability to lift and carry at least 25 lbs, sit, stand, walk, bend, stoop, jog, pull, push, balance, reach, and ability to use fingers and hands. Lifeguards are required to rescue swimmers in distress as needed. Aquatic Instructors are required to demonstrate beginning through advanced swim strokes. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## DUTIES AND RESPONSIBILITIES:

The following typical tasks and responsibilities are representative of the position's essential duties.

- **QUALITY ASSURANCE** : Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

### **Lifeguard**

Operates lobby area, operates cash register, collects fees, assists with class enrollment and other clerical duties; considerately and patiently enforce facility rules to provide a safe environment; follows accepted lifesaving, health and District practices and standards; completes accurate documentation of accidents and incidents in pool and pool area; perform water rescues; provide first aid, rescue breathing and CPR when needed; performs maintenance of the pool and maintains pool chemicals and sanitation records and requirements; assume a professional attitude and appearance at all times while on duty; perform daily cleaning of pool, locker rooms, restrooms, lobby and other areas as assigned; may assist with swim lesson instruction; attends all District staff meetings and follow-up training sessions required during aquatics season; meets with Pool Manager as required; performs related duties as assigned.

### **Aquatic Instructor**

In addition to the above, the Aquatic Instructor's additional duties are as follows:

Under direction, develops weekly lesson plans for assigned levels of instruction, conducts swim lessons according to plans and evaluates swim lesson participants; keeps daily class attendance records, completes reports and minor financial and clerical tasks; responsible for completion of participant swim records as required by Red Cross; follows accepted safety, health and District practices and standards.

### **Assistant Pool Manager**

Under direction of Pool Manager, oversees enrollment and conducts swim lessons, lifeguards recreation swim sessions and pool rentals; in the absence of the Pool Manager, accepts full Pool Manager responsibilities; responsible to follow accepted lifesaving, health and District practices and standards; assists in supervision of pool staff; maintains accurate documentation of accidents and incidents in pool and pool area; oversees and verifies daily receipts and attendance records and makes bank deposit of daily fees collected; assists in staff scheduling; assists in organization, teaching and evaluation of swim lessons and pool activities; conducts routine chemical tests of water, keeps daily records of results and reports any problems to manager; assists Pool Manager with overseeing of staff's accurate and correct completion of all required paperwork; completes reports and does minor financial and clerical tasks; meets once per week with Pool Manager; meets once per week with Aquatics Supervisor; attends all District meetings and follow-up training sessions required during aquatics season; Performs related duties as assigned.

## **AN EQUAL OPPORTUNITY EMPLOYER**

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000

[www.norfun.org](http://www.norfun.org)