



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

LIFEGUARD / LIFEGUARD INSTRUCTOR

PART-TIME, PARKS AND RECREATION DEPARTMENT

FILING DEADLINE:

Apply Immediately, Open Until Filled. First Review: July 1, 2019

Applicants may apply for Lifeguard and/or Lifeguard Instructor.

Indicate which positions you are applying for on application.

Lifeguard: \$12.69 - \$15.43 per hour

Lifeguard Instructor: \$13.62 - \$16.56 per hour

Do you want to work in a fun, fast-paced, friendly and stable environment? The City of Laguna Niguel knows that talented employees are our most valuable asset and are the reason we can provide such excellent service to residents. We offer the training and tools needed for our employees to be successful. We are currently looking for part-time Lifeguards and Lifeguard Instructors. **Applicants may apply for both positions if desired. Please indicate on your application which position(s) you are applying for.**

EXAMPLES OF DUTIES (LIFEGUARD):

- Perform rescue work and resuscitation.
- Administer first aid and file reports.
- Secure equipment and supplies.
- Greet swimmers.
- Collect fees; sell and issue pool passes; maintain related records.
- May assist staff at special events.
- May answer phones and take messages.

MINIMUM QUALIFICATIONS (LIFEGUARD):

Knowledge of:

- Rescue methods as defined by the American Red Cross or YMCA.
- Equipment used in pool maintenance.
- Methods for keeping water and surrounding areas safe for public use.
- American Red Cross procedures and programs.

Ability to:

- Maintain safety and order in a swimming pool facility.
- Effectively warn patrons of safety hazards.
- Communicate clearly and concisely, both orally and in writing.
- Learn and understand park rules and regulations.
- Activate and follow emergency procedures.
- Communicate with the public in a professional and courteous manner.
- Establish and maintain cooperative working relationships.
- Make change and write receipts.
- Learn to operate a cash register and computer system.
- Participate in maintenance work.

EXPERIENCE AND TRAINING REQUIRED (LIFEGUARD):

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- One year of lifeguard experience in a swimming pool facility.
- Equivalent to completion of the ninth grade supplemented by specialized training in First Aid, CPR, lifeguarding, and water safety instruction.
- Ability to obtain a work permit, if required.

LICENSES: Possession of, or ability to obtain prior to hire, First Aid, Lifeguard Training, and CPR certificates. Water Safety Instruction Certificate is desirable.

EXAMPLES OF DUTIES (LIFEGUARD INSTRUCTOR):

- Perform rescue work and resuscitation.
- Plan and conduct swimming lessons for ages 6 months to adult.
- Administer first aid and file related reports.
- Secure equipment and supplies.
- Greet swimmers.
- Collect fees; sell and issue pool passes; maintain related records.
- May assist staff at special events.
- May answer phones and take messages.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS (LIFEGUARD INSTRUCTOR):

Knowledge of:

- Rescue methods as defined by the American Red Cross or YMCA.
- Equipment used in pool maintenance.
- Methods for keeping water and surrounding areas safe for public use.
- American Red Cross procedures and programs.
- Teaching methods as defined by the American Red Cross Water Safety Instructor Program.

Ability to:

- Swim freestyle, butterfly, breaststroke, backstroke, sidestroke, and elementary backstroke very proficiently.
- Dive in to the pool head first in 9 feet or deeper water.
- Complete student progress reports.
- Maintain safety and order in a swimming facility; effectively warn patrons of safety hazards.
- Communicate clearly and concisely, both orally and in writing.
- Learn and understand park rules and regulations; activate and follow emergency procedures.
- Communicate with the public in a professional and courteous manner.
- Establish and maintain cooperative working relationships.
- Learn to operate a cash register and computer system; make change and write receipts.
- Participate in maintenance work.

EXPERIENCE AND TRAINING REQUIRED (LIFEGUARD INSTRUCTOR):

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- One year of lifeguard experience in a swimming pool facility working with children and/or adults. Some experience working with children and/or adults in a teaching environment.
- Equivalent to completion of the ninth grade supplemented by specialized training in First Aid, CPR, lifeguarding, and water safety instruction.
- Completed American Red Cross Water Safety Instructor Training, or equivalent.
- Ability to obtain a work permit, if required.

LICENSES: Possession of, or ability to obtain prior to hire, First Aid, Lifeguard Training, and CPR certificates. Water Safety Instruction Certificate is desirable.

HOW TO APPLY:

A required City application form and supplemental questionnaire can be found online at the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental questionnaires should be submitted online, to Hresources@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

30111 Crown Valley Parkway, Laguna Niguel, CA 92677

Phone: (949) 362-4300 Fax: (949) 362-4340