



ANNOUNCEMENT OF RECRUITMENT
PLEASE POST

LIFEGUARD/SWIM INSTRUCTOR
Seasonal position

THE POSITION: Supervises and monitors the participants in the aquatics program during open swim and teaches swimming lessons.

Teaches swimming lessons according to a prescribed routine curriculum; tests program participants for swimming skill levels; passes participants for participation in more advanced classes; monitors the use of the swimming pool; enforces safety rules; patrols the swimming pool and aquatics facility; performs a variety of miscellaneous duties such as answering the phone, conducting classes, collecting fees, helping set up for classes, events, etc.; responds to public inquiries about aquatics programs; maintains related records and statistics for various aquatics programs; and performs related work as required.

\$14.00 - \$16.00 per hour (depending on qualifications). Aquatics season begins the first week of June and ends mid-August.

QUALIFICATIONS: Must be at least 16 years of age; have a valid Lifeguard Training certification; and able to obtain first aid and CPR certification before start of program. Must have the ability to effectively control approximately 100 youth participating in the open swim program with the assistance of other lifeguards. Must maintain a high level of physical and mental fitness.

THE PROCESS: Applications will be reviewed and evaluated. All applicants will be advised on their status in the selection process. The selection process may include practical testing at the pool for lifeguard proficiency, oral board interview, background investigation, post-offer medical examination, drug and alcohol screening, and any other testing that may be deemed necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, Phone 591-5900 ext. 108; **open until filled.** A City application is required. www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, sexual orientation, age, national origin, disability or sexual orientation.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**LIFEGUARD/SWIM INSTRUCTOR
SEASONAL**

DEFINITION: Under general supervision, performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons according to a prescribed routine and curriculum; tests program participants for swimming skill levels; passes participants for participation in more advanced classes; monitors the use of the swimming pool; enforces safety rules; patrols the swimming pool and aquatics facility; officiates at swimming meets; performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.; responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings; maintains related records and statistics for various aquatics programs.

EMPLOYMENT GUIDELINES:

Knowledge of:

Equipment, facilities, operations and techniques used in a comprehensive aquatics program;
First Aid and CPR;
Customer Service
Appropriate safety precautions and procedures.

Ability to:

Teach swimming lessons;
Enforce safety and health regulations relating to an aquatics program;
Maintain a high level of physical and mental fitness;
Control approximately 100 youth participating in the open swim program with the assistance of other lifeguards;
Communicate effectively orally;
Understand and carry out oral instructions;
Establish and maintain effective working relationships with those contacted during the course of work.

Education/Experience/Training: Must be at least 16 years of age. Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position is qualifying.

Licenses/Certification: Must possess the First Aid and CPR certification at time of hire; possess a valid Lifeguard Training certification and able to obtain first aid and CPR certification before start of program. Possess Advance Life Saving and Water Safety Instructor's (WSI) certification required to teach swim lessons.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear; occasionally climb or balance, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to focus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (con't)

The employee frequently works in outside weather conditions and is exposed to heat and/or sun, wet and/or humid conditions, toxic or caustic chemicals. The noise level is moderately loud.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

An Equal Opportunity/
Affirmative Action Employer



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900 ext. 108
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: Lifeguard/Swim Instructor (Seasonal)

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: () () () () () ()			
DRIVER'S LICENSE NUMBER: _____		CLASS: _____	STATE: _____ EXPIRES: _____
<small>Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.</small>			
I meet the minimum age requirements as stated on the job announcement for this position.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List languages you speak fluently other than English:		

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will **not** be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete to the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: _____ Signature of applicant: _____

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: Lifeguard/Swim Instructor (Seasonal)

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
-------------------------------	---------------------------------