

Application Process

- Applicants are required to complete the District's standard Application. To receive an application and copy of the job description please call (916) 332-7440, go to our website at www.nhrpd.org, or email christie@nhrpd.org.

Application and resume should be submitted to NHRPD, 6040 Watt Avenue, North Highlands, CA 95660 or emailed to christie@nhrpd.org.

All applicants who meet the minimum requirements with the exception of the Cashier position, will be invited to attend an **Employee Applicant Assessment** scheduled for **April 10th from 9am -12pm** at Highlands High School.

The Employee Applicant Assessment will include a written test, a practical swim skills test, a rescue skills test and a one-on-one interview. You will be in the water during portions of this assessment, so please bring a bathing suit and a towel as well as a pen and something to write on.

Questions?

Please call Christie Dentry,
Recreation Supervisor at (916) 332-7440.
Email: christie@nhrpd.org
Fax: (916) 332-1121

NORTH HIGHLANDS RECREATION AND
PARK DISTRICT
6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

IS SEEKING TO FILL THE
POSITIONS OF

**POOL MANAGER
LIFEGUARD
SWIM INSTRUCTOR
SWIM AIDE
CASHIER**

Deadline: March 12, 2010

6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660
(916) 332-7440

Pool Manager

Under the direction of the Aquatic Supervisor, directs and supervises all aquatic programs as related to the management and operation of the pool as assigned by the Recreation Superintendent. Trains, schedules and supervises aquatics staff, as well as the planning and scheduling of swim lessons. Conducts staff training and staff meetings. Ensures that the pool is maintained in a safe and clean environment.

Example of Duties

Plans, organizes and directs recreational swimming, swim instruction programs and all assigned water activities. Schedules classes and makes staff assignments as needed.

Supervises pool lifeguards, attendants and clerks. Schedules hours and instructs personnel in their duties as needed.

Develops publicity material and promotes activities and events.

Maintains records, prepares reports, ensures report forms for accidents, incidents, and participation are submitted to the office.

Enforces rules and regulations governing the conduct of persons in swimming pools and safety laws and regulations.

Conducts in-service and on-going training for staff. Recommends and proposes new ideas, activities, and solutions to problems to supervisor.

Serves as a swim instructor or lifeguard as required. Maintains good public relations.

Qualifications

Minimum Qualifications:

Completion of one year of College.

Two seasons experience as a pool lifeguard and swim instructor or in a management positions at a public swimming pool.

All applicants must be fingerprinted.

Applicant must be at least 18 years or older.

Applicant must have :

- Valid driver's license and transportation
- Current certification for Lifeguard Training,
- WSI instruction certification
- CPR/First Aid certification

Lifeguard

Under the supervision of the Pool Manager, serves as a lifeguard to prevent loss of life or injury to patrons. Supervision of pool decks, enforcement of pool rules and regulations, preventing accidents, effect rescues when necessary and maintains a high level of mental and physical fitness.

Example of Duties

- Maintain a constant vigil over patrons primarily in assigned area and effect rescues of persons in danger or trouble.
- Provide for health, safety and welfare of all patrons.
- Enforce all rules and policies of the swimming pool and District.
- Render First Aid and CPR as required.
- Complete records and reports as required.
- Wear uniform and insignia at all times when on duty.
- Avoid all unnecessary conversations with the public while on guard duty.
- Assume assigned duties connected with the cleaning and maintenance of the swimming pool complex.
- Related work as required.
- Attend staff training sessions and staff meetings as required.

Qualifications

Minimum Qualifications:

- All applicants must be fingerprinted.
- Applicant must be at least 16 years or older.

Applicant must have :

- Valid driver's license and transportation
- Current certification for Lifeguard Training
- CPR/First Aid certification

Salaries:

Pool Manager	\$13-15/hr
Swim Instructor	\$9-11/hr
Lifeguard	\$9-11hr
Swim Aide/Cashier	\$8-10/hr

Swim Instructor

Under direct supervision of the Pool Manager serves as a Water Safety Instructor, teaching in accordance with American Red Cross standards to all skill levels and ages of students. May serve in lifeguard capacity during recreation swim and parties.

Example of Duties

- Conduct aquatic classes as required.
- Provide for health, safety and welfare of all patrons.
- Render First Aid and CPR as required.

Qualifications

- Minimum of one season lifeguarding in a public pool Valid driver's license and transportation
- Current certification for Lifeguard Training, WSI instruction, and CPR/First Aid.
- All applicants must be fingerprinted.
- Applicant must be at least 17 years or older.

Swim Aide/Cashier

Assist the Swim Instructor in the instruction of general basic swim and water adjustment classes. In addition, the Swim Aid/Pool Cashier is primarily responsible for the collection and deposit of pool admission and swimming lesson fees. Cashier shall keep and maintain accurate receipts and accounting of all monies received and report such information to District on District forms provided.

Example of Duties

- Assists in pre-class preparation as directed.
- Assists in protecting the health and safety of participants as directed
- Assists in giving swimming instruction to participants as directed.
- Completes records and reports as required
- Collection of fees or passes for daily admission to swim pool.
- Daily deposit of all funds collected to District Office.

Qualifications

Minimum Qualifications:

- All applicants must be fingerprinted.
- Applicant must be at least 16 years or older.
- Valid driver's license and transportation
- CPR/First Aid certification