



**JOB ANNOUNCEMENT
ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501
(510) 747-7529 • arpd@alamedaca.gov**

AQUATIC SPECIALIST

THE SETTING: Alameda, an island city of 75,000, is a water-oriented community located next to the city of Oakland. Alameda's Aquatic Program, conducted at Emma Hood and Encinal Swim Centers, is open to children and adults. During spring, lessons and Adult Lap Swim will be offered on Saturdays only at Encinal Swim Center. During the summer months, swim lessons are taught at Emma Hood on Monday through Thursday. At Encinal, swim lessons are taught Monday through Thursday. Lessons are also offered on Saturdays at Encinal. Public swim hours are offered Monday through Friday at Emma Hood and only Friday through Sunday at Encinal. Evening adult swim lessons, as well as lap swim, are conducted at both swim centers.

AQUATIC SPECIALIST: (\$14.13 - \$19.89 per hour)

The Aquatic Specialist is classified as part-time, non-benefited employee. Hours range up to 40 hours a week depending on position and responsibility.

The Aquatic Specialist, under the supervision of Recreation Supervisor, is directly responsible for all duties pertaining to the management of the Swim Centers during Alameda Recreation and Park Department's use. Enforces and supervises all state laws, ordinances and departmental procedures and regulations regarding the health and safety of all persons using the Swim Centers; including general maintenance and cleanliness of the facilities; renders First Aid and artificial respiration; maintains discipline among patrons; organizes swimming tests and instructional programs in aquatic skills as required; promotes aquatic special events; completes all records and reports as required; oversees the collecting of pool fees and the handling of funds; orders and maintains all equipment and supplies necessary to carry out the safe and successful operation of the Swim Center during the days and hours it is open; supervises pool staff relative to performance of all phases of their duties connected with each position; conducts swim test checks and other conditioning routines for lifeguards; assigns routine maintenance duties among staff; acts in the capacity of lifeguard whenever pool load requires additional guarding; maintains good public relations in the community and advises and assists individuals and groups in matters pertaining to aquatic activities; and does related work as required.

MINIMUM QUALIFICATIONS: *Be at least 21 years of age. Completion of two (2) years of college. Possession of current Title 22 First Aid or equivalent, CPR/AED for the Professional Rescuer. Ability to manage a staff of lifeguards and other employees.*

EXPERIENCE: *At least two (2) years or three (3) summer seasons previous experience as a pool or beach lifeguard and swimming instructor.*

(over)

GENERAL RESPONSIBILITIES: All Aquatic Staff members are expected to attend assigned staff meetings, complete facility maintenance work as assigned, care for all equipment and supplies, complete assigned records and reports, and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments

REQUIREMENTS: Staff must be certified and maintain certification in **American Red Cross Standard First Aid and CPR** and must provide proof of a recent **T.B. Test** prior to the beginning of the program or agree to get both as a condition of being hired.

SELECTION PROCESS: To be considered, candidates must submit a completed City of Alameda Job Application form. Applicants will be screened and evaluated based on the information provided. Candidates considered for appointment must complete and submit a Criminal History form and successfully meet background requirements. Federal law requires that prior to employment; applicants must furnish proof of identity and eligibility for employment in the United States.

FINGERPRINTING REQUIREMENT: California State Law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

APPLICATIONS: Applications may be filed in the Alameda Recreation and Park Department or forms may be downloaded from: <http://alamedaca.gov/recreation/employment-opportunities>. Applications will be accepted and interviews scheduled until all positions are filled. Applicants will be notified of interview date and time.

TO OBTAIN 2017 SPRING EMPLOYMENT, APPLICATIONS SHOULD BE SUBMITTED BEFORE FRIDAY, MARCH 17, 2017.

RETURN APPLICATIONS TO: Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA 94501
Attention: Aquatics Division

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. The information contained herein is subject to change and does not constitute either an expressed or implied contract.



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www.alamedaca.gov/recreation

EMPLOYMENT INFORMATION

If you are considering employment with Alameda Recreation and Park Department Dynamic, ethical and enthusiastic individuals who share our values are encouraged to apply

MISSION

The mission of the Alameda Recreation and Park Department is to provide programs to the community with trained staff. A wide variety of social, physical and educational opportunities are offered for personal enrichment through wholesome and creative use of leisure time.

THE ARPD IMAGE

Our reputation is the result of the efforts of a staff committed to excellent customer service and continuous adherence to the mission of our organization. In anticipation of your employment, please consider the personal responsibility needed to promote the values of Alameda Recreation and Park Department.

Below are some of the standards expected of Recreation and Park Department Staff:

BEHAVIOR: *Staff are expected to always be respectful of others and maintain a friendly, courteous and professional attitude.*

APPEARANCE: *Depending on the assignment, staff must wear either professional business attire or a Department uniform that includes a staff shirt and name badge. Uniforms are provided.*

Staff must maintain facilities and help keep them neat and clean.

WORK QUALITY: *Staff are expected to perform quality work and to plan effectively and efficiently.*

FLEXIBILITY: *Staff work hours vary due to Department needs (nights, weekends and holidays).*

Staff may be asked to perform work assignments outside the area for which they were originally employed.

CONCLUSION: *A good job match should be as important to you as it is to us.*

13. WORK EXPERIENCE: Begin with your current or most recent job. List all work history in the past ten years. Include military service, volunteer, or internship experience which may be relevant. A resume is not a substitute for completing this section of the application. Attach additional sheets if more space is needed.

_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
14. ADDITIONAL INFORMATION:	
15. MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I HEREBY CERTIFY that all statements made in this application are true and complete, and understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal.

Signature: _____ Date: _____

SUBMIT COMPLETED APPLICATION TO:
CITY OF ALAMEDA - HUMAN RESOURCES DEPARTMENT
2263 SANTA CLARA AVENUE, ROOM 290, ALAMEDA, CA 94501
TEL (510) 747-4900 / TDD (510) 522-7538

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

ETHNIC, RACIAL, SEX AND DISABILITY INFORMATION: The following information is voluntary and is gathered for evaluation and statistical purposes only. This form will be separated from your application and will not be used in employment decisions. Thank you for your assistance.

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

NAME (Optional): _____ **POSITION:** _____

ETHNICITY:

- White
- Black or African American
- Asian
- Pacific Islander
- Spanish or Hispanic
- American Indian or Alaskan Native

DISABILITIES:

- None Speech
- Sight Other
- Hearing

VETERAN:

- Disabled Veteran
- Vietnam Era Veteran
- Veteran of Other Campaign/Expedition

GENDER

- Male Female

HOW DID YOU LEARN OF THIS POSITION OPENING?

- Human Resources Dept. Internet (specify) _____
- City Employee Newspaper Advertisement (specify) _____
- City Job Bulletin Specialized Publication (specify) _____
- City Website Other (specify) _____
- Job Fair



AQUATICS SUPPLEMENTAL FORM

Please write legibly

FIRST NAME: _____ LAST NAME: _____ DATE: _____

NOTE: ALL PERSONS UNDER 18 YEARS OF AGE MUST SUBMIT A WORK PERMIT IF HIRED

ARE YOU 16 YEARS OF AGE OR OLDER? YES NO
 IF NOT, WILL YOU BE 16 YEARS OF AGE BY TIME OF APPOINTMENT? YES NO

DO YOU HAVE A NEGATIVE T.B. TEST? YES NO IF YES, DATE OF TEST: _____

Please Note: You must provide a copy of your T.B. Test from your doctor

WHAT POSITION(S) ARE YOU APPLYING FOR?

AQUATIC SPECIALIST _____ AQUATICS LIFEGUARD _____ AQUATICS INSTRUCTOR _____

DO YOU HAVE A CURRENT:	YES	NO	IF YES, EXPIRATION DATE
W.S.I CARD			
LIFEGUARD CARD			
FIRST AID FOR PUBLIC SAFETY PERSONNEL (TITLE 22)			
FIRST AID CARD			
CPR/AED FOR THE PROFESSIONAL RESCUER CARD			

DO YOU HAVE ANY PHYSICAL IMPAIRMENT WHICH WOULD PREVENT YOU FROM CARRYING OUT THE DUTIES OF A LIFEGUARD? YES NO

VOLUNTEER JOB EXPERIENCE

(In addition to paid positions listed on application)

NAME OF VOLUNTEER ORGANIZATION	DATES		TITLE	DUTIES	SUPERVISOR'S NAME & PHONE #
	FROM	TO			

REFERENCES - Give names of two persons not related to you whom you have known at least 2 years

NAME	RELATIONSHIP	PHONE	YEARS KNOWN

OTHER AQUATIC EXPERIENCE (Example: Lifeguard/East Bay Regional Park District Swim Program)

1. _____
2. _____
3. _____
4. _____

PLEASE LIST ANY SCHEDULING ISSUES YOU MAY HAVE (School Classes, Other Jobs, etc.) _____

IMPORTANT:

Before you are hired for any position, you must:

1. Show necessary valid cards or certificates as required for the position(s) you are applying for
2. Be 16 years of age or over for all positions

FOR ALL APPLICANTS: If you are currently attending school, please list the date of your Spring Break and/or dates and times you will be most available for an interview: _____