

AQUATICS SPECIALIST III – ASSISTANT SWIM COACH

TEMPORARY, PART-TIME

SALARY: \$12.29 to \$14.94 hourly

FINAL FILING DATE: We are accepting applications until 5 pm, March 4, 2016. PERS Retired Annuitants are not eligible to apply.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Aquatics Specialist III-Assistant Swim Coach for the Woodcreek Sea Wolves in the Parks, Recreation and Libraries Department. The normal work schedule will be March through August, Monday through Friday and Saturdays in May, June and July.

DEFINITION

To perform a variety of duties related to planning, organizing and directing all activities of a specific aquatic team.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Organize and direct all activities of a specific aquatics team.
- Responsible for efficient and effective supervision of the pool facilities during the workout period of a particular team.
- Prepare entries for meets; keep accurate records of meet results and times as well as scores for all team members.
- Coach and instruct participants in various aquatic techniques.
- Prepare practice and meet schedules.
- Maintain discipline during workouts and meets.
- Train and supervise other aquatic staff members.
- Coordinate the efforts of volunteers.
- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of competitive swim, diving or synchronized swimming.
- Practices and methods of coaching youth.
- Principles and practices of water safety and swimming rescue techniques.
- Principles and techniques of first aid and CPR.
- Practices and techniques of supervising temporary employees and volunteers.
- Methods in preparing meet entries.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

- On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.
- Intermittently set up booths, hang banners, move tables and carry supplies; lift or carry weight of 45 pounds or less.
- Teach competitive swimming, diving or synchronized swimming techniques.
- Organize team practices.
- Supervise temporary staff and volunteers.
- Supervise pool facilities.
- Maintain discipline during workouts.
- Organize and train volunteers.
- Prevent accidents and conduct effective rescues.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Prepare reports, course records and lesson plans.
- Maintain accurate and up-to-date records.
- Work outdoors in a variety of weather conditions.
- Understand and carry out written and oral directions.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR.
- Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Promote and enforce safety procedures including proper use of equipment.
- Communicate tactfully with customers.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

- Two full seasons of experience performing duties similar to that of an Aquatics Specialist II with the City of Roseville.

Training:

- Equivalent to completion of the twelfth (12th) grade.

License or Certificate

- Possession of a current American Red Cross Water Safety Instructor (WSI) Certificate or the equivalent certificate by date of appointment.
- Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.
- Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.
- Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.
- Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Note:

All required certifications must be completed by date of hire.

Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

SUPPLEMENTAL QUESTIONNAIRE

1. In recreational swimming both competition and fun are important. How would you manage to keep a good balance between the two?
2. One of the younger swimmers has an illegal breaststroke kick (a "scissor" kick). How would you go about fixing their kick?
3. Describe and explain your process of teaching a freestyle flip turn.

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.