



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

LIFEGUARD/SWIM INSTRUCTOR RECREATION LEADER III

HOURLY \$18.00 – \$19.00

FLSA Designation:	Non-Exempt
Established:	July 2016
Revised:	March 2024
Salary Revision:	January 2024
Classification:	100: Temporary/Intermittent
Range:	115

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION

Parks & Recreation

SUMMARY DESCRIPTION

Under general supervision of the Recreation Programs Supervisor and/or other management/supervisory class. Lifeguard/Swim Instructor and Recreation Leader III candidates ensure the safety of facility and patrons by preventing accidents and responding to emergencies. Conducts the instruction of swim classes and completes all lesson plans and paperwork required for swim lessons. Maintains order of the aquatic facility and its' programs. Provides customer services and enforces park and recreation rules and regulations. Organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and the Community Center including after school programs, day camps, sport leagues, playgroups, special events and senior events. Also provide varied administrative support of operations of the Community Center including but not limited to answering phones, program registration and light custodial duties, and performs related work as required.

IDENTIFYING CHARACTERISTICS

Lifeguard/Swim Instructor and Recreation Leader III – This classification is part-time seasonal, temporary, and scheduled as needed. Lifeguard/Swim Instructor and Recreation Leader III positions are not guaranteed a certain number of work hours, or a routine schedule and may be terminated with or without cause at any time. These variable hour positions may be required to work weekends, evenings, and holidays. Any offer of employment to an adult who will have direct contact with minors is conditional upon passing a drug test and submission of a completed fingerprint screening and satisfactory background check.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Enforce swimming pool rules and regulations, including ensuring orderly conduct by pool patrons.

REPRESENTATIVE DUTIES (CONTINUED)

2. Provide instruction for a variety of swimming classes for all ages and ability levels.
3. Assist patrons who are in distress and administer a variety of first aid and/or life saving techniques as appropriate.
4. Test the pool chemicals and keep accurate reports of the readings.
5. Maintain records of participation, supplies and equipment.
6. Encourages observances of required safety precautions.
7. Keep proper written records.
8. Meet and greet facility patrons.
9. Taking monies and balancing receipts.
10. Perform facility check-in or check out as needed.
11. Provide assistance and information to park and facility users.
12. Inform facility users of any policies and procedures pertaining to facility use and safety, and ensure users are in compliance.
13. Exhibit and encourage behavior that is consistent with the Town's risk management program and decrease risk of accident or injury to self, employees, residents, visitors and their property.
14. Assist in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and participants with special needs at playgrounds, parks, the Community Center, and other recreational areas.
15. Performs various maintenance duties as directed to maintain a clean and safe facility.
16. Attendance and punctuality that is observant of scheduled hours on a regular basis.
17. Build and maintain positive working relationship with co-workers, other Town employees and public using principals of good customer service.
18. Opening and closing of Town facilities.
19. Attend staff meetings and training.
20. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Aquatic programming for various age groups.
- Recreation philosophy.
- First aid and safe work practices.
- Use and care of lifesaving techniques and equipment used at public swimming pools.
- Techniques for providing a high level of customer service by effectively dealing with the public and Town staff.
- Operations and techniques used in comprehensive community recreational programming for various target age groups.
- Modern office practices, methods, and equipment and computer applications related to work.

Ability to:

- Represent the Town in a positive manner.
- Learn and enforce the Town's swimming pool rules, regulations and policies.

- Perform lifesaving strokes according to the American Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity.
- Follow written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with pool patrons.
- Learn Recreation Software.
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact.
- Deal with difficult and stressful situations in a calm and professional manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

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

Lifeguard/Swim Instructor – There is no educational requirement for this level. Equivalent to completion of two years of high school is desirable. Must be 16 years of age or older at the time of hire.

Recreation Leader III - Has two years’ experience in a paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader II with the Town of Discovery Bay or similar agency. Must be 16 years of age or older at the time of hire.

License(s):

Lifeguard/Swim Instructor:

- Maintain and possess current certifications in American Red Cross Lifeguard, First Aid and CPR/AED for the Professional Rescuer.
- Must pass water skills testing.
- Water Safety Instructor Certification is desirable.
- Possession of, or ability to obtain, a State Issued ID card is necessary for completion of onboarding process. A driver’s license may be required for some positions.

Recreation Leader III:

- CPR/First Aid certificates required or achievable within 60 days of hire.
- Possession of, or ability to obtain, and maintain, a valid California class C driver’s license with a satisfactory driving record, may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

- Employees work indoors & outdoors with moderate noise levels.
- There will be exposure to inclement weather conditions, noise, dust, and potentially hazardous materials related to swimming pools.

- Employees may interact with upset public and private representatives to assist in interpreting and enforcing departmental policies and procedures.
- Must be willing to work weekdays, evenings, weekends, and holidays and to fulfill their job duties throughout the entire season. (Approximately May – September)

Physical:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and instructions.
- Observe, identify, and report operational problems.
- On an intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming techniques.
- Perform simple grasping and fine manipulation.
- Lift or carry weight of 50 pounds or less.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Employees in this class may be subject to drug and alcohol testing under the provisions of the Town’s Drug and Alcohol Testing Policy. In accordance with Education Code 10911.5, employees having direct contact with minors must be fingerprinted. In accordance with Public Resources Code 5163, employees must also be free of communicable tuberculosis and as such shall be required to undergo examinations at least once every four years. In addition, all new employees must get tested for tuberculosis when hired, unless the person produces a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis and will undergo examination(s) every four years thereafter as a condition of continued employment. Applicants selected must pass a physical exam, which includes drug screening and TB testing, fingerprint background check, and submit a work permit, if applicable.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.