



City of Culver City Lifeguard/Swim Instructor

SALARY	\$22.38 - \$24.54 Hourly	LOCATION	CA 90232, CA
JOB TYPE	Part-Time	JOB NUMBER	00680
DEPARTMENT	Parks, Recreation & Community Services	DIVISION	Pool & Aquatics Programs
OPENING DATE	02/22/2024	CLOSING DATE	Continuous

THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$235 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.



The Department:

The Parks, Recreation and Community Services (PRCS) Department consists of different programs and divisions including the Recreation Division and Senior & Social Services. These divisions provide a variety of programs for children, young adults, seniors and residents with disabilities. Program activities include homework assistance, computer lab, crafts and games, special events and more. For more information about the department please utilize the following link: [PRCS Department](#)

THE POSITION

General Duties:

- Under close supervision organizes and conducts a well-balanced aquatic program at the Culver City Municipal Pool.
- Supervises pool deck, enforces regulations, prevents accidents and effects rescues.
- Teaches swimming, lifesaving and water safety classes.
- Assists with pool maintenance and operation and the testing of chemicals.
- Maintains pool records, attends staff meetings and service training programs, and performs other related duties.

Note: This position is frequently exposed to intense sunlight and full sunlight.

Minimum Requirements:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: possess experience in supervising the use and safety of swimming pools and must be at least 17 years of age.

Required Certificates:

The following valid certificates are required and must be attached to the application:

1. CPR Certificate
2. First-Aid Certificate
3. Lifeguard Training Certificate
4. Red Cross Water & Safety Training Instructor (WSI) Certificate

Note: The Culver City Parks, Recreation and Community Services Department will be offering certification courses to applicants who are interested in this position but do not possess the required CPR, First-Aid, and Lifeguard Training certificates. Please be advised that the **WSI Certificate** will need to be obtained by the applicant; the PRCS Department will not offer a course for this required certificate.

Lifeguard Training Course:

Provides entry-level participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over. There is a cost for the course. Applicants who successfully complete the Lifeguard Training course will receive a certificate from American Red Cross for Lifeguard Training/First Aid/CPR/AED that is valid for 2 years. For more information, please call (310) 253-6684.

Schedule:

This is a part-time position; hours will vary depending on department needs. Applicants must be available to work evenings and weekends. Vacation is not permitted during the entire summer. *Attendance at all in-service training is mandatory.*

EXAMINATION PROCEDURES

Suitability for the position will be evaluated with a Performance Test and an Oral Appraisal interview. The Performance Test will measure the ability to perform life saving techniques. This test will be qualifying, i.e., it will determine who will be invited to the Oral Appraisal Interview.

The interview will evaluate training, experience and personal qualifications and will be weighted at 100%.

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, the employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Employer

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

<http://www.culvercity.org/jobs>

Lifeguard/Swim Instructor Supplemental Questionnaire

*QUESTION 1

As part of the minimum requirements, you must possess the following certificates; CPR, First Aid, Lifeguard Training and Red Cross Water & Safety Training Instructor Certificate. By clicking yes, you are acknowledging you have attached the required certificates.

- ☐ No
- ☐ Yes

*QUESTION 2

As part of the minimum requirements, you must possess valid certificates; CPR, First Aid, Red Cross Water Safety Instructor, and Lifeguard Training. By clicking yes, you are acknowledging you have attached all valid certificates.

- ☐ No
- ☐ Yes

* Required Question