



CITY OF BERKELEY
invites applications for the position of:

Temporary Assistant Aquatics Coordinator

SALARY: \$28.28 - \$32.88 Hourly

OPENING DATE: 03/19/18

CLOSING DATE: Continuous

THE POSITION:

City of Berkeley is accepting applications for Assistant Aquatics Coordinator to fill two temporary, hourly vacancies. This class is responsible for assisting with the organization and direction of City aquatics programs. Incumbents assist in planning, directing, and implementing Citywide water sports and aquatics center activities. Specialized knowledge of advanced swimming techniques and acceptable standards and methods of pool maintenance and water quality control is required. This class is distinguished from Aquatics Coordinator in that the latter has overall supervisory responsibility for City aquatics centers and aquatics programs.

Typical duties include:

- Assists in aquatics center and program planning, organization and implementation
- Recommends staffing, coordinates staff assignments and program scheduling and participates in the recruitment, interviewing, testing and training of new staff
- Completes staff evaluations and organizes training and safety practices sessions
- Writes staff training materials
- Monitors the progress and effectiveness of aquatics programs and recommends necessary improvements
- Updates brochures and poster layouts, prepares mailing lists and arranges for publicity in local media
- Sets up fund raising events and activities such as swim-a-thons
- Organizes and directs volunteers for specialized aquatics programs
- Provides volunteer training and organizes recognition events
- Surveys program participants to develop program feedback
- Monitors the collection and deposit of program receipts
- Handles aquatics section payroll and prepares periodic program reports
- Participates in the preparation of program budgets and quarterly reports
- Monitors supply needs and requisitions necessary supplies, materials and equipment
- Plans, organizes, schedules and staffs aquatics programs and coordinates swim team and program schedules
- Enforces safety and operating procedures; on an assigned basis supervises a City aquatics center and lifeguards as necessary
- Sets up aquatics facility rentals
- Performs pool and pool area maintenance checks for aquatics centers and observes program and staff activities
- Participates in special maintenance and "clean up" projects

REQUIRED QUALIFICATIONS:

EDUCATION:

Equivalent to graduation from high school

AND

EXPERIENCE:

Four (4) years of increasingly responsible experience in recreation or aquatics program planning, coordination or leadership which included one (1) year of lead experience in the principles and techniques of effective supervision. College level coursework in recreation, physical education or closely related field may be substituted for the experience on a year for year basis.

OTHER REQUIREMENTS

Must possess a valid Water Safety Instruction Card which requires an advanced Life Saving Certificate and successful completion of first aid and Cardio Pulmonary Resuscitation (CPR) training.

KNOWLEDGE AND ABILITIES:

Successful applicants will possess the following:
Knowledge of:

- Aquatics program activities, including swim instruction classes, swim tournaments and aquatics sports
- Water safety and life saving techniques
- Cardio Pulmonary Resuscitation (CPR) and first aid techniques
- Modern swimming methods and instruction techniques
- Community aquatics program needs for all ages
- Basic supervisory principles and practices
- Rules and regulations pertaining to pool management and aquatics programs
- Basic principles of first aid and cardio pulmonary resuscitation (CPR)
- Team sport scheduling, including selection and coordination of team schedules
- Pool maintenance and water chemistry.

Skill in:

- Motivating and providing encouragement for participation in aquatics programs
- Implementing multi faceted aquatics programs
- Identifying community aquatics needs and recommending programs to fulfill them
- Planning, staffing and scheduling aquatics programs and events
- Performing life saving techniques, cardio pulmonary resuscitation and basic first aid
- Exercising sound independent judgment within general policy guidelines
- Preparing clear and complete reports of program activities and other written correspondence
- Maintaining organized and accurate records of swim instruction classes and other aquatics programs
- Establishing and maintaining effective working relationships with those contacted in the course of the work

APPLICATION PROCESS:

Applicants must submit the following:

1. City of Berkeley Employment Application
2. Supplemental Questionnaire
3. Copy of Water Safety Instructor Card, advanced Life Saving certificate, and CPR and first aid certificate.

All materials must be received no later than 5:00 PM (PST) on the closing date. Postmarks, faxes and incomplete applications will not be accepted.

Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications for minimum qualifications for the position.

Applicants passing all examination phases will have their names referred to the hiring department(s) will use to conduct final selection interviews. Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history,

confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2018-03-25860
TEMPORARY ASSISTANT AQUATICS COORDINATOR
RC

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Temporary Assistant Aquatics Coordinator Supplemental Questionnaire

* 1. Please indicate your highest level of education.

- High school or equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

* 2. Please indicate your years of increasingly responsible experience in recreation or aquatics program planning, coordination or leadership.

- Less than one (1) year
- One (1) year but less than two (2) years
- Two (2) years but less than three (3) years

- Three (3) years but less than four (4) years
- Four or more years
- * 3. Do you have one year of lead experience in the principles and techniques of effective supervision?
 - Yes
 - No
- * 4. Do you have a current Water Safety Instructor certification?
 - Yes
 - No
- * 5. Do you have a current advanced Life Saving Certificate?
 - Yes
 - No
- * 6. Do you have a current Cardio Pulmonary Resuscitation (CPR) and first aid certification?
 - Yes
 - No
- * 7. Do you have a current American Red Cross Lifeguard certification or equivalent?
 - Yes
 - No
- * 8. I acknowledge that I have attached current certifications for the following: Water Safety Instructor, advanced Life Saving certificate, and CPR and first aid.
 - Yes
- * 9. I acknowledge that I have reviewed my supplemental questionnaire responses for accuracy.
 - Yes
- * Required Question