

## City of Mill Valley Parks and Recreation Department Invites Applications For:

## Swim Aide

At the Mill Valley Community Center. Starting at \$10.00 per hour

<u>DEFINITION:</u> Under general supervision, assists instructor in swim classes, enforces all rules and regulations pertaining to the safety and well-being of visitors and patrons. Perform related work as required. This program provides on the job training to prepare a swim aide to become a Swim Instructor. This entry level aquatics position is designed to give valuable training and orientation to the American Red Cross Learn—to-Swim Program, and the Mill Valley Aquatics Program for Individuals who desire to work in aquatics but don't have required Water Safety Instructor certifications. Minimum age= 15 years old.

## **EXAMPLES OF DUTIES:**

- Assist Swim Instructor in all levels of swimming to all age groups.
- Follow the Lead Instructors' guidelines and directions working with the group or an individual as needed.
- Maintain certain class records and reports as required.
- The ability to speak English clearly and understandably.
- > Perform related duties as required, prepare instructional equipment, and clean up after classes.
- Perform related duties as required, basic pool maintenance, equipment care, and locker room checks.
- ➤ Deal tactfully and courteously with the public.
- Establish and maintain effective working relationships with other city employees, other agencies and the general public.

**TRAINING & EXPERIENCE** No experience required! CPR or enroll in class within 30 days of hire.

**PHYSICAL REQUIREMENTS:** Must be able to lift 50 lbs.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Mill Valley is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages. If you would like to arrange for accommodations in order to participate in the hiring process, we encourage you to contact Lisa Virtue at (415) 383-1370.

<u>NOTE:</u> Candidates receiving a conditional job offer must pass a pre-employment Department of Justice fingerprint background review.

## **FILING INSTRUCTIONS**

Application forms may be obtained from the Parks and Recreation Department (415) 383-1370 or from our web site at <a href="www.millvalleycenter.org">www.millvalleycenter.org</a> Applications must be filled out completely and may be returned by mail, fax, or drop-off. Please include copies of all certifications.

Mail: Mill Valley Community Center, Attn: Aquatics and Fitness Supervisor 180 Camino Alto, Mill Valley CA 94941

Fax: 415-383-1377, Mill Valley Community Center Attn: Aquatics and Fitness Supervisor

**Drop-Off:** Mill Valley Community Center, 180 Camino Alto, Mill Valley 94941, Attn: Aquatic Supervisor