



## **EMPLOYMENT OPPORTUNITY**

### **Parks & Recreation**

**POSITION:** Lifeguard/Swim Instructor(seasonal, part-time)  
**DATE OPEN:** April 03, 2023  
**DATE CLOSED:** Open until filled. First review: April 24th  
**SALARY RANGE:** \$16.75 to \$17.25 per hour  
**HOURS:** Varies per week; must be able to work weekends, holidays

**THE POSITION:** The City of Fircrest is accepting applications for seasonal summer Lifeguard/Swim instructors. The position works under the general supervision of the Parks and Recreation Leadership. The Lifeguard/Swim Instructor will ensure the safety of patrons of the Fircrest Pool by preventing and responding to emergencies. Current Lifeguard, CPR, and First Aid Certifications or currently enrolled in a training program is required as well as the ability to demonstrate lifeguard and swimming skills and pass a department lifeguard test.

Safety is our top priority, we have taken proper precautions when it comes to our COVID-19 cleaning and procedures for the safety of our staff, clients, and facility.

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintain constant surveillance of patrons in the facility and act immediately and appropriately to secure the safety of patrons in the event of an emergency.
- Warn swimmers of unseen hazards
- Enforce facility rules
- Provide emergency aid, as required, until emergency medical services arrive.
- Maintain cleanliness of the facility
- Administer swim test to assess patron's ability
- Assist with swim meets and swim lesson sign up as needed
- Responsible for looking after wading pool
- Assist with the duties of the office (answering phones, questions about services, cleaning, etc.)
- Be on time for all shifts.
- All swim instructors, regardless of previous experience/credentials, must complete our training course before teaching swim lessons.
- Ensure swimmer safety in and around the water.
- Embody the City of Fircrest's shared values and uphold our quality standards.
- Perform other duties requested by the Recreation Supervisor.

#### **KNOWLEDGE, SKILLS, EDUCATION, AND EXPERIENCES:**

- Be able to provide proof of work eligibility.
- Must have current Lifeguard, CPR, and First Aid Certifications or be enrolled in a training class.
- Ability to demonstrate lifeguard and swimming skills and pass a department lifeguard test.
- Must be able to demonstrate the ability to work in teams and with peers
- Excellent communication skills and the ability to follow routine verbal and written instructions
- Must possess an exceptional sense of responsibility and mental alertness
- Knowledge of customer service standards and procedures.
- Ability to prepare basic administrative paperwork.
- Characteristics of warmth, adaptability, valiance, and enthusiasm
- A teaching style that is sound, nurturing, and positive.
- Ability to teach and relate to children both young and old.
- Previous experience teaching or coaching children (ages 2 to 12) is preferred but not required.
- Willing to immerse themselves (quite literally in a warm, 88-degree pool) teaching children to swim using our format.

#### **INTERNAL/EXTERNAL CONTACTS:**

- Maintain communication with the patrons, other Lifeguards, Pool staff, and Recreation Leadership

#### **WORKING CONDITIONS:**

- Prolonged standing, walking, and sun exposure. Physical ability to lift ±25 lbs frequently and be able to pull tarps.

#### **DECISION MAKING:**

- Need to be able to act professional, calm, quick, and efficient in emergencies

#### **TO APPLY**

- A formal application form must be fully completed and submitted to:

**City of Fircrest  
c/o City Clerk  
115 Ramsdell Street  
Fircrest, WA 98466  
Telephone: (253) 564-8901, Email: [jwestman@cityoffircrest.net](mailto:jwestman@cityoffircrest.net)**

- Resumes alone are not sufficient for consideration but may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

### **GENERAL INFORMATION FOR APPLICANTS**

#### **SELECTION**

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days' advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

#### **EMPLOYMENT**

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring based on race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the workplace.
- The City of Fircrest is a drug-free workplace.