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ASSISTANT SWIM TEAM COACH

Summary

The City of El Monte seeks an Assistant Swim Team Coach for the El Monte "Sharks" Aquatic Club. The position reports to the Aquatics Coordinator and is in the Parks, Recreation, and Community Services Department in the Aquatics Division. The incumbent should be prepared to work with new and experienced swimmers 5 to 17 years of age. The incumbent will be responsible for assisting with detailed yearly planning and development of a competitive swim team program. This is a part-time position with a schedule up to 27 hours per week. Swim Team training is year-round, three to five days per week. Daily late afternoon practices and meets on weekends will require assignment to various shifts as needed. The incumbent must wear standard department uniform.

Essential Functions / Knowledge, Skills, & Abilities

Interested candidates in this position must complete an application and pass a swim test. The swim test will consist of a continuous 500-yard swim in and /or in less than 15 minutes; tread water for one minute using legs only and three rescue scenarios. Candidates must pass the Swim Test to reach the interview phase. Employees will be required to wear standard department uniform. May perform other duties within the scope of this classification. Candidates will be contacted by the Parks, Recreation, and Community Services Department to schedule a swim test at the El Monte Aquatic Center.

- Assist with schedule and run swim team try-outs/strokes clinics;
- Assist with practice sessions;
- Assist coordinating competition schedules and entries;
- Assist in development of team training criteria;
- Facilitate parent and team member interaction;
- Assist in accurate collection and tracking of fund raising monies; and
- Additional duties as assigned.

Knowledge of:

- Municipal pool safety practices, procedures, rules and regulations;
- Methods and procedures for providing swim team instruction and conducting swim team workouts;
- Safe training practices and routines, procedures and techniques of rescuing swimmers from accidents and emergency situations;
- First aid and CPR procedures;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;

- Basic mathematics;
- Operation of a computer and assigned software; and
- Basic record-keeping techniques.

Ability to:

- Communicate effectively both in writing and verbally;
- Manage multiple tasks simultaneously;
- Demonstrate effective organizational skills;
- Handle difficult situations with professionalism
- Provide excellent customer service; and
- Approach work situations with maturity and integrity.

**Minimum Qualifications
REQUIRED**

- Must be 18 years of age at time of appointment;
- Possess a valid California Class C Driver's License at time of appointment;
- Must possess current certifications in American Red Cross CPR for the Professional Rescuer, AED, First Aid within three (3) months of employment;
- A minimum of two (2) years of High School/College Level swim team experience is required; and
- A minimum of one (1) year experience as a lifeguard and Water Safety Instructor is desirable.

DESIRABLE

- Must be certified in Title 22 (First Aid for Public Safety Personnel) within one (1) year of employment;
- Must become a certified USA coach within six (6) months of employment;
- A responsible person who can work independently with strong interpersonal and communication skills; and
- Bilingual.

Failure to attach documents may result in disqualification from consideration.

Additional Information

The physical demands and work environment described here 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 functions.

Employees perform some sedentary work. While performing the duties of this job, employees are required to sit, talk and hear. Employees are required to stand, walk, stoop, crouch and reach with hands and arms. Employees occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by these positions are those required to perform office machine operations.

Incumbents are not substantially exposed to adverse environmental conditions. The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

The Selection Process: Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

E-Verify: The City of El Monte is an E-Verify employer. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees in the United States.

Apply Online: Use the following link to apply for the position online.

- <https://www.governmentjobs.com/careers/elmonteca/jobs/2311243/assistant-swim-team-coach?page=1&pagetype=jobOpportunitiesJobs>