

MONTEREY SPORTS CENTER  
301 E. FRANKLIN ST.  
MONTEREY, CA 93940

JOB OPPORTUNITY  
EOE  
(831)646-3730

## **AQUATICS SPECIALIST**

Part-time position

FLSA Status: Non-Exempt

**SALARY:** \$15.25-16.25 per hour

**POSITION SUMMARY:** The part-time Aquatics Specialist is responsible for planning, coordinating and teaching swim lessons for all ages and skill levels.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Instruct various levels of swimming lessons and water safety classes for all ages at the Monterey Sports Center.
- Work may also include lifeguarding children and adults if candidate has proper certification.
- Maintain pool area including equipment and facility.
- Meet and deal tactfully and effectively with the public.
- Work with patrons of the aquatic facility and/or with aquatic staff to solve problems.
- Perform other job-related duties within the scope of this job classification as assigned.

**EMPLOYMENT STANDARDS:**

- Must be at least 15 years of age.
- Must be able to provide own transportation to and from work.
- Must be able to attend in-service trainings.
- Be able to work as part of a professional team and collaborate effectively with peers, possess excellent public relations skills, and render consistent and logical decisions.
- Be able to meet personal appearance and dress standards of the department.
- Be self motivated, and able to work well independently and as part of a team.

**LICENSE/ CERTIFICATION:** Candidate must possess a current CPR/AED Certification and a Water Safety Instructor certificate or Aquatic instruction certificate from a credited organization upon appointment. The Monterey Sports Center offers free CPR/AED Certification classes for new employees on an as-needed basis.

**HOURS:** Flexible work schedules are available. Morning, afternoon and evening shifts vary between the hours of:

Mon. – Fri: 5:00 a.m. – 9:45 p.m.  
Sat: 6:30 a.m. – 9:30 p.m.  
Sun: 8:00 a.m. – 9:30 p.m.

**PART-TIME  
BENEFITS:**

**Sick Leave:** After 90 days from an employee’s hire date, and once an employee has worked a total of 30 days, the employee is entitled to 3 days (24 hours) sick leave per fiscal year. Sick hours do not roll over to the next year and therefore must be utilized or forfeited annually.

**Retirement:** ICMA Retirement Corporation 457 Plan. City pays 3.75% and employee pays 3.75% contribution. The City does not participate in Social Security except for the required Medicare portion, which equals a 1.45% employee contribution and a matching contribution by the City.

**PART-TIME  
EMPLOYEE  
STATUS:**

This is a part time position, outside the civil service system and is therefore considered an “at-will” employee status position. Employment may be terminated with or without cause or notice, at any time, at the will of the City of Monterey, in its sole discretion.

**APPLICATION  
PROCEDURE:**

Candidates must submit a completed City of Monterey application form to the Monterey Sports Center. No FAX’s will be sent or received. Resumes alone are not acceptable. Apply at the Monterey Sports Center, 301 E. Franklin St., Monterey, CA 93940, (831) 646-3730.

**OPEN UNTIL FILLED (no deadline)**

**SELECTION  
PROCEDURE:**

Applicants will first be evaluated by the information submitted on the application. Those who demonstrate the most closely related experience will be invited to participate in an interview and swimming/lifeguard test.

**LOYALTY OATH:**

All prospective employees must sign a City of Monterey loyalty oath upon appointment to the position.

**PHYSICAL  
EXAMINATION:**

None.

**EMPLOYEE  
FINGERPRINTING:**

All applicants are required to successfully complete a Live Scan prior to proceeding with paperwork and training.

**EMPLOYMENT  
ELIGIBILITY:**

Pursuant to the Immigration Reform Act of 1986 employees must show proof of identity and eligibility to work in the United States.

This bulletin is for informational purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.

The City of Monterey is an Equal Opportunity Employer