



The Pleasant Hill Recreation & Park District Announces an Employment Opportunity for Assistant Swim Coach (Seasonal)

Summary: This part time, seasonal position performs a variety of duties related to assisting in planning, organizing, and directing activities of the Dolphins Swim Team.

Essential Duties and Responsibilities include the following, other duties may be assigned.

- Organize and direct activities of the Dolphins Swim Team as directed by the Head Coach
- Supervise the pool, facility and participants/spectators during swim team activities
- Prepares entries for meets, keeps accurate records of meet results and times as directed by the Head Coach
- Coach and instruct participants in the techniques related to competitive swimming
- Plan and supervise practices and meets as directed by the Head Coach
- Maintain discipline during workouts, meets and team activities
- Support the Dolphins Parent Board by remaining accessible, answering questions, providing information
- Complete written reports as needed, including but not limited to, accident reports, incident reports, etc.
- Build and maintain positive working relationships with co-workers, other District employees, the Dolphins Parent Board, and the public using principles of good customer service
- Ensure all rules for safe use of aquatic facilities are followed and maintain order in and around pools; interacts professionally and communicates effectively with staff, swimmers and the general public
- Recognize and respond to emergency situations and provide proper care as trained
- Administer CPR, First Aid and use an AED and/or Emergency Oxygen when needed
- Assist in any emergency situation as trained
- Attend and participate in all mandatory trainings and meetings

Supervisory Responsibility

This position may periodically be asked to direct or supervise seasonal workers or others in various work assignments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) and two or more seasons of experience on a competitive swim team. Prior coaching experience desirable.

Language Skills - Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have basic to intermediate knowledge and experience with Microsoft Office Products (Outlook, Word, Excel, etc.), Explorer Internet software and swim team meet manager software (ex. Hy-Tek).

Certificates, Licenses, Registrations - Valid California Drivers License; Maintain current certification in American Red Cross Lifeguard Training (including First Aid, CPR/AED for the Professional Rescuer and Administering Emergency Oxygen).

Other Skills and Abilities - Principles and techniques of competitive swim and diving; Practices and methods of coaching youth; Principles and practices of water safety and swimming rescue techniques; Principles and techniques of First Aid and CPR; Practices and techniques of supervising temporary employees and volunteers; Methods in preparing meet entries.

Physical Demands The physical demands described here are 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters 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 regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

To Apply:

Please submit an official Pleasant Hill Recreation & Park District Job Application and Swim Coach Supplemental Questionnaire to: Pleasant Hill Recreation & Park District
147 Gregory Lane, Pleasant Hill, CA 94523

Applications and Supplemental Questionnaire available at:

- www.pleasanthillrec.com
- PHR&PD Administrative Office, 147 Gregory Lane, Pleasant Hill, CA 94523
- Or by calling (925) 682-0896

Please direct any questions regarding this position to Aquatics Supervisor Korey Riley at (925) 682-0896 or via e-mail at kriley@pleasanthillrec.com

Application Deadline: 5pm on Friday, January 6, 2012