

San José State University Research Foundation

Position: Lifeguard – Swim Instructor

DEPARTMENT: Timpany Center

**IMMEDIATE
SUPERVISOR:** Aquatics Supervisor

POSTING DATE: January 27, 2023

CLOSING DATE: Open Until Filled

SALARY: \$17.00 - \$19.00 per hour

EXEMPT STATUS: Part-time (50% FTE), 20 hours per week during the semester, up to 40 hours during intersession if needed, Non-Exempt, Non-Benefited, Mandatory benefits only.

OUR STATEMENT

The San José State University Research Foundation is committed to building a work environment where everyone can show up as their own self and have an opportunity to contribute, develop, and advance in their career. Diversity, equity, and inclusion (DEI) are core values of the organization. We strive to attract, retain and develop employees who reflect the community and society where we work and live. The Research Foundation aims to develop a culture where everyone feels welcome, shares their views, as well as where differences in backgrounds and perspectives are seen, as adding value.

Timpany Center's mission is to provide, through multi-agency involvement and San José State University, student service learning, inclusive aquatic and land-based activities that target the promotion of physical health and wellness in individuals with disabilities, obesity, and/or advanced age from the greater Santa Clara County community. The Santa Clara County-owned facility has been operated since 2009 by the SJSU College of Applied Sciences and Arts Department of Kinesiology which utilizes the SJSU Research Foundation for assistance with fiscal and administrative management.

GENERAL NATURE OF POSITION

Timpany Center lifeguards and swim instructors are responsible for providing a safe environment for individuals with disabilities, obesity, and/or advanced age in or around the pool and locker rooms. Additionally, lifeguards will help to create a hospitality environment and to be highly focused on providing superior customer service to the Timpany Center's members and guests.

ESSENTIAL DUTIES & RESPONSIBILITIES

Lifeguard

- Assists with patron safety by preventing and responding to emergencies, enforcing all facility rules, regulations, policies and procedures.
- Respond and perform water rescues, First Aid and/or CPR appropriately, following aquatic EAP protocol.
- To adhere to the pool rules and facility rules in a fair and equitable manner and explain the rationale for the rule(s) when needed.
- Organize and clean deck equipment.
- Assist with wheelchairs, walkers and any other mobility aids.
- Assist in general aquatic facility cleaning and maintenance, to include knowledge of water chemistry.
- Be on time and cover all assigned hours, arriving fully prepared and ready to guard. If unable to work, the lifeguard will find an approved substitute.
- Maintain superior skill level(s) for the certifications that you possess through self-practice, team audits/practice, and scheduled in-service trainings.
- Attend all staff and evaluation meetings as requested.

Swim Instructor

- Effectively manage and deliver instruction per program guidelines within each level/class being taught. See program-level descriptions, evaluation forms, and lesson plans.
- Adhere to and enforce all the policies and procedures set forth in the swim instructor and other pertinent manuals.
- To adhere to the pool rules and facility rules in a fair and equitable manner and explain the rationale for the rule(s) when needed.
- Assess the progress of students and adjust lesson plans accordingly.
- Manage class area including appropriate supplies and equipment (clean up class area and equipment).
- Be available as needed to discuss and/or correct lesson plans and/or technique with participants.
- Monitor students to prevent accidents and injuries.
- Be on time and cover all assigned hours, arriving fully prepared and ready to teach. If unable to work, the instructor will find an approved substitute.
- Maintain superior skill level(s) for the certifications that you possess through self-practice, team audits and practices, and scheduled in-service trainings.
- Attend all staff and evaluation meetings as requested.
- Perform other job-related tasks as assigned.

INTERPERSONAL CONTACTS

- Reports directly to the Aquatics supervisor.
 - Interacts with Timpany Center staff, including but not limited to, swim lesson instructors, aquatic and land fitness instructors, reception staff, interns, volunteers, managers, and directors.
 - Maintains appropriate interaction with all members, clients, and contracted users.
 - Final disposition of all situations involving aquatic-related situations rests with the director(s) of the Timpany Center.
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QUALIFICATIONS

Education and Experience

- Current or previous student in physical education, kinesiology, therapeutic recreation, or a similar field.
- Knowledge of adapted physical activity, motor development, motor learning, and biomechanics (preferred).
- American Red Cross Certifications or equivalent.
 1. CPR/AED/First Aid (Required) (In-house training available)
 2. Lifeguard (Required) (In-house training available)
- Maintain an appropriate level of fitness in order to competently perform all job-related tasks
- Must be able to sit and stand for extended periods of time.
- Must possess visual acuity associated with proper vigilance of the aquatic environment.

Knowledge, Skills, and Abilities Required

Considerable knowledge of:

- Swimming proficiency.
- Swim lesson instruction and coaching techniques.
- Principles and techniques of swimming instruction appropriate for various age groups and abilities.
- Evaluating water conditions to determine any potential dangers or hazards.
- On-site protocols, operational procedures, and safety policies.

Physical Requirements

- Able to lift 45 pounds safely and stand for an extended period of time.

Complexity of Duties

- Have the strength and maturity to handle varying degrees of communication from extremely opinionated members including criticism, questions, and operational-oriented ideas/concerns.
- Be sensitive toward and have the maturity to work with individuals who have special needs including obesity, disabilities, and advanced age.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally, all employees are required to have booster shots and provide proof to SJSU by 2/28/2022 or after six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not

submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the **Forms page**. **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add Lifeguard TC the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current SJSURF employees who apply for the position.

REASONABLE ACCOMMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring, and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number, and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.