



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

POOL AIDE/COMMUNITY SERVICES

PART-TIME SEASONAL

PAY RATE: \$11.00 to \$12.73 per hour

HOURS: Up to 28 hours per week
Schedule consists of Monday – Sunday between the hours of 7:30 AM - 9:00 PM

CURRENT CERTIFICATES REQUIRED: CPR Certification and Basic First Aid Certificate

DUTIES: Under the direction of the pool manager and/or assistant pool manager, perform a variety of tasks necessary to provide a well-rounded and safe aquatics program. Duties include but are not limited to: assist with aquatic activities for the recreation program; assist with inspection of facility for safety and maintenance; assist with recreational swim; assist with the concession program; provide information to participants and members of the public; and perform other related work as required.

MINIMUM QUALIFICATIONS: Must be at least fourteen (14) years of age and possess the following: advanced swimming ability; ability to interact effectively with aquatics participants, supervisors, and other employees; **MUST** have reliable transportation; and **MUST** be willing and able to work irregular hours including evenings, weekends, and July 4th.

SELECTION PROCESS: Applicants whose qualifications most closely match the minimum qualifications will be invited to participate in the examination process, which will include the following:

<u>EXAMINATION</u>	<u>WEIGHT</u>
Application Screening	Qualifying
Appraisal Interview	100%
Background Investigation	Qualifying

Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to appointment applicants will be required to successfully complete a drug screening.

APPLICATION PROCEDURE: A City of La Verne employment application form may be obtained from the Community Services Office or the Personnel Office in City Hall, 3660 "D" Street, La Verne, CA.

FILING DEADLINE: 12:00 noon, Thursday, March 22, 2018

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**COMMUNITY SERVICES (909) 596-8700 www.cityoflaverne.org
Equal Opportunity Employer**