



CITY OF HAWTHORNE
Human Resources Department
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.gov
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

LIFEGUARD- Water Safety Instructor (Non Classified) Hourly Seasonal Positions

SALARY: \$14.22 per hour

OPEN: March 27, 2015

CLOSES: Open Until Sufficient Amount of Applications Received
(No faxes, postmarks, or emails accepted)

THE POSITION

This is a seasonal, hourly position working under the direction of the Assistant Recreation Supervisor and/or Aquatic Director. Duties include, but are not limited to working and communicating effectively with children, the general public and other staff members; promote a positive, friendly and energetic attitude; follow oral and written instructions; have the ability to assist and protect the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and the City of Hawthorne. Must be available to work mornings, evenings and/or weekends and holidays; and perform related work as necessary.

MINIMUM QUALIFICATIONS

Education, Training, & Experience: Current American Red Cross certifications in the following: First Aid, CPR for the Professional Rescuer, Lifeguard Training, AED Module, and WSI (Title 22). Previous aquatic work experience, strong leadership skills and athletic background highly desirable. Must be at least 16 years of age at the time of appointment.

APPLICANT INFORMATION

Application materials can be found online at www.cityofhawthorne.org or you can pick up in person at the City of Hawthorne Human Resources Department, 4455 W. 126th Street on M-Th from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. **The completed application must be accompanied with proof of certifications and other relevant documents and returned to the Human Resources Department.** Please note that resumes will not be accepted in lieu of the required City application. Applications that do not clearly demonstrate that the candidate meets the requirements of the position may be rejected. Incomplete and/or illegible applications may be rejected.

All applications will be reviewed, but due to the large volume of applications typically received, only those candidates determined to be the **MOST QUALIFIED** on the basis of experience and education, as submitted, will be invited to participate in the selection process.

TESTING

Oral interview, swim test and rescue techniques skills test (100%). As a condition of employment, candidates must pass a fingerprint check and provide proof of successfully passing a screening exam for tuberculosis.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT.
ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

RECRUITMENT PROCESS

Application Procedure: *A City application and supplemental questionnaire* is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Department prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.





CITY OF HAWTHORNE SUPPLEMENTAL QUESTIONNAIRE

Name: _____ Date: _____

Position Applied for: _____

This questionnaire must be attached to the application to be considered for further testing. Completion of this supplemental questionnaire is **required**. Please do not respond with “see application” or “see resume”.

Be sure to answer all the questions completely and accurately. Omitted information cannot be considered or assumed. If you need more space, please attach additional sheets. **You will be required to show proof of age during your interview.**

Are you at least 16 years of age?

Yes No

Which certifications do you currently have?

- Lifeguard Training/First Aid
- CPR/AED for the Professional Rescuer
- Administering Emergency Oxygen
- Water Safety Instructor (WSI)
- Lifeguard Instructor (LGI)

Expiration Date

What are your hours of availability?

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Have you ever worked for the City of Hawthorne Recreation and Community Services Department?

Circle one: Yes No

If yes, why did you leave? _____

List any recreational experience/related activities (clubs, sports teams, child care, school group, etc.):	
1.	Year:
2.	Year:
3.	Year:
4.	Year:

List 3 reasons why you would be a good addition to the City of Hawthorne Recreation and Community Services Department:
1.
2.
3.

List 3 References (Not including immediate family members):
1. Name: Phone: Relationship:
2. Name: Phone: Relationship:
3. Name: Phone: Relationship:

List any awards or recognitions you have received (Honor Roll, Scholarship, etc.):

If there is any other information you would like us to know, please list it here:

CERTIFICATION:
I hereby certify that the information above is true and accurate to the best of my knowledge, and that any misstatements of material facts may result in my disqualification or dismissal. I further authorize the investigation into all statements and information provided on this application form, if I am considered for employment.
SIGNATURE: _____ DATE: _____