



## The City of El Cerrito Recreation Department

Invites applications for the position of

### **El Cerrito Gators Swim Club Head Coach – year round (Aquatics Specialist II)**

Recreation Services – Aquatics Department  
Part-time/No benefits

The El Cerrito Swim Center is located at 7007 Moeser Lane in El Cerrito.

The El Cerrito Gators Swim Club is a small group composed of swimmers of various levels of experience who swim for fitness and competition. We are looking for a Head Coach who will design demanding workouts and encourage swimmers to improve both their conditioning and stroke technique. The ideal candidate would be a former or current competitive swimmer with prior coaching experience and education who would be able to help swimmers train for meets, as well as accommodate the needs of non-competitive members of the club.

#### **Compensation:**

\$19.94 - \$24.34 per hour, depending on qualifications and experience.

#### **Duties and Responsibilities:**

Typical job duties include:

- Create a year-round training program for the team, manage a coaching schedule to ensure coverage of all practices, provide swimmer feedback and manage stroke clinics.
- Evaluate Swimmers and maintain adequate placement based upon skill level.
- Work in Swim Center office to conduct administrative duties including monitoring registration of Team members, printing monthly rosters, taking daily attendance, collecting and processing monthly fees, and running tryouts for potential new swimmers.
- Work with City staff to prepare and maintain updated information and materials for Gators Swim Club families to be published and posted on the City website.
- Promote City of El Cerrito programming and community and support the Recreation Department at Special Events.
- Coaching staff work Monday through Friday from 3:00pm to 6:15pm year-round with additional morning hours during the Summer Season and occasional weekends/holidays for Swim Meets and City-wide special events.

#### **Experience and Education:**

- Minimum age 18.
- Criminal & Child Abuse Index background check clearance.
- Current certifications in American Red Cross Lifeguard Training, First Aid, CPR/AED
- Current certification in American Red Cross Safety Training for Swim Coaches
- USA Swimming Association education & experience requirements for Head Coaches (USA Swimming Coaching Fundamentals 101 & 201)
- American Swim Coaches Association (ASCA) certification (ASCA Level 2 Stroke School and Level 3 Physiology School)
- Three or more years prior coaching experience
- Prior competitive swimming experience
- Must be familiar with Microsoft Office Suite

## **APPLICATION PROCESS**

All applicants **MUST** submit a city employment application form. Application materials may be obtained from the City of El Cerrito, Human Resources Division, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at [www.el-cerrito.org/apply](http://www.el-cerrito.org/apply).

**Final Filing Date: October 14, 2016**

## **EVALUATION & SELECTION PROCESS**

The evaluation and selection process consists of an initial application screening and those persons deemed to be best qualified will be considered by the department for final review and appointment. Candidates must successfully pass a background check including fingerprinting.

Additionally, candidates must pass a swimming skills evaluation, CPR scenario and submit sample workouts for three different skill levels.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office. Medical documentation must be provided upon request.

***“The City of El Cerrito is an Equal Opportunity Employer”***

*Information contained in this announcement is subject to change without notice.*

**OPEN: September 13, 2016**

**CLOSES: October 14, 2016**