

# NAF VACANCY ANNOUNCEMENT

Twentynine Palms, California 92278

www.mccs29palms.com

**POSITION:** Swimming Instructor—(Water Safety Instructor)

**LOCATION:** Aquatics

**SERIES & GRADE:** NF-0189-02

**AREA OF CONSIDERATION:** Open

**TYPE OF APPOINTMENT:** Seasonal Flex (0-40 hr/wk)

**ANNOUNCEMENT NO:** 019-12

**OPENING DATE:** 03 February 2012

**CLOSING DATE:** Until Filled

**BEGINNING WAGE:** \$10.50 - \$12.50

**\*Must attach all certificates to application**

**Must be able to work evenings, weekends & Holidays. Must have current & valid qualifications & certificates to include Water Safety Instructor (WSI) CPR, LG and Basic First Aid**

**SUMMARY OF DUTIES:** Responsible for instructing and teaching various swimming skills, styles, and basic diving to various age groups. Ensures all water safety rules are observed by swimmers, utilizing a good knowledge of all aspects of water safety. Observes swimmers and ensures all participants are accounted for at all times. Prepares training materials for presentation. May lead the work of other lifeguards. May act as a pool lifeguard performing rescue work. When necessary, renders emergency first aid until qualified medical assistance arrives. Completes appropriate accident reports and other required reports. Checks the chemical balance of pool water and applies disinfectant to showers, floors, and decks, as required. Performs necessary maintenance work required for sanitation, cleanliness and neatness of the pool areas. May collect usage fees and check I.D. cards, as required. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Minimum one year of lifeguard or related rescue experience. Must possess, or ability to obtain, Water Safety Instructor (WSI), current Cardio-Pulmonary Resuscitation (CPR) and basic first aid certificates. Dexterity to handle a person in the water who may panic or be unconscious. Understanding of and ability to enforce rigid safety regulations to ensure maximum protection of swimmers. Ability to use equipment to take pool and environmental readings. National and state background checks are required for positions that involve working with youth programs. This is a white-collar position where occasional lifting up to 20 lbs may be required. May perform related work that poses physical demands beyond normal requirements during rescue.

**HOW TO APPLY:** Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1533, before the close of business on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-830-5637 Ext. 422 or e-mail resume/application to 29palms.vacancies@usmc-mccs.org

**NOTE:** Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAF may obtain a Criminal Record Check and/or an Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization, or any other non-merit factor. NAF provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAF at 760-830-5637 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

\*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAF (except summer and temporary hires of 90 days or less)

\*If the position becomes regular, the successful applicant may become regular without further competition.

Hal Neiger