



**City of Los Angeles  
Department of Recreation and Parks  
Citywide Aquatics Division**



## Part-Time Job Announcement

# Recreation Instructor – CPR and First Aid

(Class Code: 2499) \*This position is exempt from Civil Service.

**SALARY: \$ 20.77 – \$30.41/hour\***

**Available Hours: Estimate 8–30 hours per week, Sunday–Saturday, 5 am –10 pm**  
**Schedule varies based on assignment.**

\*The salary range is subject to change. Starting rate depends on qualifications and experience.

**THIS BULLETIN IS TO FILL POSITIONS IMMEDIATELY.**

### Job Description/Duties:

- Instruct First Aid and CPR–AED Classes for Adult, Child and Infants as an AHA/ARC Instructor. Provide high quality instruction per program guidelines, complete class paperwork/reports in a timely manner.
- Ensure all safety protocols, policies, and procedures are implemented and followed at all times.
- Communicate effectively with all participating entities (partners, participants, coordinator, volunteers, staff).
- Ability to adapt to change and maintain professionalism, while following directions given by Aquatics and/or Parks management.
- Able to work both independently and in a team setting.
- Able to work a flexible schedule and be available to work a minimum of 8-hours per week to include weekdays, and some weekends/evenings. Ability to work at various sites in Los Angeles.
- Ability to participate in all related activities: walking/standing for long periods of time, squatting, kneeling, lifting/carrying up to 50lbs of equipment, standing in inclement weather, 4-6 hours of sun exposure.
- Transport, loading and unloading of equipment.
- Maintain equipment decontamination and inventory.
- Ability to perform special assignments.



### About the Position:

Responsibilities include but are not limited to: instructing students on the application of equipment and performance of practical skills, evaluating students during instruction and skills exams, acting as a student advocate in the learning process, creating an active learning environment, ensuring course requirements and objectives are met, and transporting and managing course equipment at off-site locations.

### Highly Desired Skills

- Good communication and decision-making skills;
- Background in teaching in a group setting;
- A thorough knowledge of CPR and First Aid procedures;
- EMT Certification is highly recommended, but not required;
- Proficiency in computer usage including Microsoft suite / Google Docs;
- Friendly and outgoing attitude to engage participants while teaching classes;
- Strong time management skills;
- Ability to travel to training locations.

## Required Qualifications

- AGE: 18 years of age by hiring date.
- CERTIFICATION: A Recreation Instructor must maintain a valid California Driver License throughout the course of employment.
- CERTIFICATION: Proof of a valid American Red Cross BLS Card, American Heart Association BLS Card, American Red Cross Emergency Medical Response, Title 22 Card, Emergency Medical Technician or higher level of training is required.

Qualified Candidates will be invited to proceed with the next steps of the hiring process which includes an in-person interview and performance evaluation.

**LAST DAY TO APPLY: Open Until Filled**



**APPLY ONLINE AT [bit.ly/cwattri](https://bit.ly/cwattri)**

**For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at:**

**[https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)**

**(Download PDF reader)**

DOCUMENTS: DEPARTMENT OF HOMELAND SECURITY: All new city employees must show satisfactory proof of identity and a legal right to work in the United States.

If you have ONE document from CATEGORY A, you will need no further documentation.

- A. Documents that show both identity and employment eligibility: U.S. Passport, Alien Registration Receipt Card (Form I-551, Permanent Resident Card, or Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B).

If you DO NOT have documentation from CATEGORY A, you need one document from each of Categories B and C.

- B. Documents that show identity only: Valid Driver License, D.M.V. ID Card, Current School ID with photograph, U.S. Military Card, Draft Record or Military Dependent's ID Card.
- C. Documents that show employment eligibility only: Social Security Card, Original Copy of U.S. Birth Certificate by a government agency with a seal, U.S. Citizen ID Card, or I.N.S Employment Authorization Document.

## **CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL.**

We strongly advise applicants to add [citywide.aquatics@lacity.org](mailto:citywide.aquatics@lacity.org) to their e-mail address book/contacts and/or safe list, to ensure receipt of notifications and to check your junk/spam e-mail folder regularly.

Should any of your contact information change, including mailing address, please notify our office.

**FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS:**

**Call (323) 906-7953 or Email: [citywide.aquatics@lacity.org](mailto:citywide.aquatics@lacity.org)**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>