



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



## Part-Time Job Announcement

# Recreation Instructor – Aquatic Team Sports

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

**SALARY: \$ 20.77 – \$30.41/hour\***

**Available Hours: Estimate 8–25 hours per week,  
Mon – Fri 5 am – 7 am (Early morning training) and/or 4 pm – 9 pm  
Saturday/Sunday (Meets/events) 5 am – 9 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:

- Coaching of youth ages 7 to 17.
- Ensure all safety protocols, policies and procedures are implemented and followed at all times.
- Coach swim practice and dryland workout routines which include: planning, developing and creating daily workouts to fit the needs of individual athletes.
- Complete team paperwork and reports in a timely manner.
- Maintain regular and timely communications with swimmers, parents, supervisors and Team Swim LA (T.S.L.A.) Sports Board.
- Host periodic parent meetings to educate and inform parents of policies and procedures relating to their child's participation.
- Represent the T.S.L.A. Satellite at team functions: competitions, clinics, training sessions, coaches meetings, and other various assignments.
- 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.



### Highly Desired Skills

- Good communication and decision-making skills;
- Friendly and outgoing attitude to engage athletes while instructing training sessions;
- Participation as an athlete on a USA sport level, high school, collegiate or higher program;
- A thorough knowledge of USA sport rules and regulations;
- Proficiency in computer usage including Microsoft Suite / Google Docs;
- Strong time management skills;
- Ability to adapt skill sets. 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.

## Required Qualifications

- Minimum 2 years of coaching at a USA Sport level, High School, Collegiate or higher.
- A Recreation Instructor must maintain a valid California Driver License throughout the course of employment.
- Proof of a valid American Red Cross Card , American Heart Association BLS Card, American Red Cross CPR/First Aid certification or higher equivalent.
- Must maintain a USA Sport certification throughout the course of employment, while coaching USA level teams.

**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 Filed**  
**APPLY ONLINE AT: <http://bit.ly/TSLAPOSITION>**



**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/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/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 CONTACT CITYWIDE AQUATICS VIA:**

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

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=employmenttestingproces>