

CITYWIDE AQUATICS

City of Los Angeles

Department of Recreation and Parks

Web Site: www.laparks.org **Email:** citywide.aquatics@lacity.org **Phone:** (323) 906-7953

RECREATION INSTRUCTOR

Surf Instructor



Learn-to-Surf is a unique beach safety and fitness program designed to provide a bridge to the sport of surfing for Angelinos ages 10-17 years old. The program strives to provide opportunities for Angelinos to experience beach activities in a safe environment while learning about beach safety by utilizing body surfing, boogie boarding and surfing techniques to build self awareness, self-esteem all while making friends and having fun.

Job Description/Duties:

- Ensure all safety protocols, policies, and procedures are implemented and followed at all times
- Communicate effectively with all participating entities (participants, parents, coordinator, volunteers, staff)
- Ability to adapt to change and maintain professionalism while following directions given by Aquatics and/or Parks management
- Conduct and perform the following: parent/camper meeting, participant evaluations, assign training groups and training times, organize trip rosters, check-in and check-out participants/equipment
- Promote program involvement through the discovery of surfing, boogie boarding and bodyboarding by utilizing best practice methods and a progressive step-by-step approach
- Assist with additional duties as needed for the effectiveness of the program
- 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
- Follow ALL COVID protocols including, but are not limited to:
 - provide that you are fully vaccinated
 - get weekly COVID testing
- Wear a face covering/mask and gloves at all times during work shifts

As a condition of employment and under close supervision of Citywide Aquatics Team Sports Coordinator and Aquatic Facility Manager, a Recreation Instructor must attend all in-service trainings, workshops, and be available to work for the entire season. Work assignment is restricted to the Learn-to-Surf program unless given approval by the program coordinator.

REQUIREMENT(S)/ MINIMUM QUALIFICATIONS

- Strong background in surfing equipment, wave selection, paddling, pop up techniques, rider progression including teaching progression, current techniques, and understanding of beach safety
- Must have a thorough knowledge of beach sports: surfing, boogie boarding, body surfing, beach games
- 2 years or more of consistent surfing experience, coaching/teaching in an individual or group capacity and teaching surf classes to youth aged 10-17
- Proficiency in computer usage including Microsoft suite

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

(OVER)

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 EACH from 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.

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

[\(Download PDF reader\)](#)

QUALIFICATIONS:

- 1. AGE:** 18 years of age by June 1, 2022; proof of age with picture ID **will be required** at the test site
- 2. TESTING CRITERIA:** Candidate must successfully complete a 500 yard swim test with a time of 9:59 or less.
- 3. CERTIFICATION:** A Driver License must be presented at the time of test to be admitted. A Recreation Instructor must maintain a valid California Driver License throughout the course of employment.
- 4. EXAMINATION**

WRITTEN SUBMISSION: Qualifying

Cover Letter - Detailing why you are interested in being a surf instructor for Learn to Surf Program

Resume - Detailing qualifications for the position

Surfing Lesson Plan Submission - 20 person camp with 3 levels of ability. Ages 10-11/ 12-14/ 14-17

ORAL INTERVIEW: Weighted 100%

*****IMPORTANT INFORMATION*****

APPLY ONLINE AT <http://bit.ly/cwasurf>

CLOSES Monday , April 14th, 2022 at 12:00 p.m.

*Placement of candidate is determined by cumulative score of the oral interview and written submission, the number of vacancies, availability , and previous word record.

CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL. We strongly advise applicants to add citywide.aquatics@lacity.org to your 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

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, 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.

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