

Swim Lesson Instructor (4128U), Recreation & Wellbeing -
63547

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234918>

Downloaded On: Jun. 21, 2024 10:09pm

Posted Apr. 19, 2024, set to expire Jun. 30, 2024

Job Title	Swim Lesson Instructor (4128U), Recreation & Wellbeing - 63547
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5194945

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley Youth Recreation (formerly Cal Youth Camps) leads the way in providing summer camps for kids of all ages. Located on the UC Berkeley campus for more than 60 years, we offer high-caliber, impactful, and fun camps.

Responsibilities

Program Instruction:

- Effectively teach swimming skills and water safety to children in a progressive sequence
- Run organized and well executed classes.
- Incorporate diverse and fun activities into lessons.
- Assess participant swimming skills for appropriate level placement and for completing progress reports.
- Interact with every child in the class for each lesson, avoid playing favorites.
- Child Supervision & Class Management:

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- Maintain a safe class atmosphere and keep constant watch over participants.
- Follow check-in/out procedures.
- Walk children safely between meeting location and pool, monitor locker room changes when applicable.
- Demonstrate good judgement.
- Resolve disciplinary problems appropriately, complete Incident Reports as needed.

Administrative:

- Demonstrate responsibility in regard to work schedule, meetings & trainings.
- Demonstrate responsibility toward equipment, e.g. clipboard, pool toys, pool covers and supplies (keep in order, well maintained, and return to their proper location).
- Complete and submit paperwork accurately and on time (course record sheets, progress reports, attendance, timesheets, lesson plans, etc.).
- Maintain and submit copy of current certifications as listed in the job description.
- Follow all aquatic program, pool facility, camp, and emergency policies & procedures.

Other:

- Dress in appropriate and well-maintained attire/uniform while instructing. Instructors are required to purchase their own navy-blue one-piece or two-piece workout swimsuit.
- Maintain a positive attitude while working, help wherever needed, work well with co-workers.
- Display good customer service skills, especially with the public, parents, and recreational swimmers.
- Accept feedback and make necessary corrections.
- Display appropriate behavior (action and language) around campers, parents, and staff.
- Perform miscellaneous tasks as requested by supervisor.

Required Qualifications

- Working knowledge of program activity practices and procedures.
- Verbal and written communication skills in the English language, active listening, critical thinking, multi-tasking, time management skills, and dynamic flexibility in adapting to the needs of clients.
- Ability to exercise independent sound judgment and employ reasoning skills.
- Client service minded, entrepreneurial spirit and creative thinking skills.
- Basic skills in computer programs relevant to job duties.

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- Knowledge of and/or ability to learn campus policies and procedures.
- Ability to complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Ability to follow campus-wide procedures in Mandated Reporting laws regarding child abuse and neglect (CANRA).
- Current Adult & Pediatric First Aid/CPR/AED certification.

Preferred Qualifications

- High school diploma and / or equivalent certification / experience / training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$18.07 - \$19.00.

- This is a 6-month, 30%, part-time (12 hours per week), limited (temporary) position that is not eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.



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Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Other Information

This is an ongoing hiring process with numerous positions available. Applications will be regularly assessed, and hiring will occur at various points throughout the year. The job listing will remain open for as long as applications are accepted.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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