

Swim Lesson Instructor (4128U), Recreation & Wellbeing -
75908

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252638>

Downloaded On: Feb. 5, 2025 3:51am

Posted Feb. 4, 2025, set to expire Jun. 30, 2025

Job Title	Swim Lesson Instructor (4128U), Recreation & Wellbeing - 75908
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 4, 2025
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/5973813

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

Swim instructors provide instruction in swimming techniques, skills, and water safety to participants in the UC Berkeley Youth Recreation. Swim instructors are supervised by the Aquatic Coordinator and the Aquatics Director. Applicants must be able to relate well to children. Swim Instructors must also be able to exercise good judgment and safely supervise children. Applicants must have the sensory abilities (e.g. hearing, seeing) necessary to perform the duties of the position. Previous experience as swimming instructor is also preferred.

Application Review Date

The First Review Date for this job is: 02/14/2025. This is an ongoing hiring process with multiple 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.

Responsibilities

Program Instruction:

- Effectively teach swimming skills and water safety to children in a progressive sequence.
- Run organized and well executed classes.

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- 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:

- 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.

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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.
- Knowledge of and/or can quickly 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.
- 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 experience/training.

Salary & Benefits

This is a 6-month, part-time (12 hours/week), contract appointment. This is a non-exempt position, which is paid biweekly at an hourly rate.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=5973813&targetURL=

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,

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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 hourly rate that the University reasonably expects to pay for this position is \$19.57.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This recruitment has 30 openings.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any

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administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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



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[https://apptrkr.com/get_redirect.php?id=5973813&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5973813&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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

University of California, Berkeley

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