

Swim Lesson Coordinator (4129U), Recreation &  
Wellbeing - 76623  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253871>

Downloaded On: Apr. 24, 2025 12:52pm

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Swim Lesson Coordinator (4129U), Recreation & Wellbeing - 76623
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 3, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6041774">https://apptrkr.com/6041774</a>

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**Job Description**

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**Swim Lesson Coordinator (4129U), Recreation & Wellbeing - 76623**

**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

The UC Berkeley Youth Recreation Swim Lesson Program offers a comprehensive & engaging Learn to Swim Program. We are looking for enthusiastic, caring and well qualified staff to teach and oversee our swim lessons to children between the ages of 6 months -13 years. Lessons are located at the beautiful Strawberry Canyon pool and the Golden Bear Pool in the Berkeley hills.

### Application Review Date

The First Review Date for this job is: 03/12/2025.

### Responsibilities

- Assists in the coordination of aquatic programs (group, private, camp) at Strawberry Canyon or Golden Bear.
- Provides work direction for swim instructors.
- Assists Aquatics Director with selection, training, scheduling, and evaluation of swim instructors.
- Provides guidance and instruction to other program instructors on best practices, procedures, methods and techniques on program activities.
- Oversees aqua facility operations.
- Assists with management of first aid station/emergency response.

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- Prepares pool facilities/equipment for programs and recreational swimming.
- Assists with supervision of recreational swimming hours.
- Teaches swimming lessons.
- Provides advanced or specialized activity instruction to program participants, individually or in groups.
- Interacts with recreational program participants in a positive manner.
- Maintains a supportive environment for program participants and facilitate involvement.
- Keeps current on teaching methods, techniques and skills through continuing education.
- Participates in required professional development activities.

### Required Qualifications

- Experience assisting with the supervision of swim instructors, aquatics facilities, and swimming lessons.
- Previous experience working with age level specific to the aquatic activity.
- Position requires work leadership and inter-personal skills for those in a lead capacity, and the ability to work effectively across the organization, internally and externally.
- Proficiency in the use of basic computer programs relevant to job duties.
- Service orientation, program management, sound judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally
- Knowledge of and/or can quickly learn campus policies and procedures.
- Standard Adult/Pediatric First Aid and CPR/AED for Professional Rescuers.
- High school diploma and/or equivalent experience/training.

### Preferred Qualifications

- 2-3 years' experience with youth camps or outdoor programs.

### 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.

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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=6041774&targetURL=](https://apptrkr.com/get_redirect.php?id=6041774&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, 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 range that the University reasonably expects to pay for this position is \$20.00 - \$22.00.

### **How to Apply**

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

### **Other Information**

- This is not a visa opportunity.
- This recruitment has 5 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**

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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 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

[https://apptrkr.com/get\\_redirect.php?id=6041774&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6041774&targetURL=U.S. Equal Employment Opportunity Commission) 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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **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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