

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Lifeguard (Instructor)

**DEPARTMENT/LOCATION:** Community Education (District), Riverside City College

**BASIC FUNCTIONS:** Under the direction of an Assistant Pool Manager and swim program coordinator, teach swimming lessons to students ranging from babies to teenagers while enforcing pool safety rules to maintain safety for children, parents, and other patrons in and around the pool.

**REPRESENTATIVE DUTIES:**

1. Be very familiar with and able to follow the RCCD and the Pool Emergency Plans.
2. Administer minor first aid when necessary.
3. Learn the RCCD method of instructing swimming; and teach following those guidelines under the oversight of the Assistant Pool Manager.
4. Integrate water safety instruction within the swimming instruction.
5. Represent both RCC and Community Education with a customer-focused attitude during working hours.
6. Other duties as assigned that may be relevant to the job.

**QUALIFICATIONS:** A minimum of two years of lifeguarding and/or swimming lessons experience as determined by the Assistant Pool Manager.

**LICENSES/CERTIFICATIONS:** Valid CPR and Life Saving/First Aid certificates.

**PHYSICAL EFFORT:** Must be able to lift up to 50 pounds.

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.