



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## AQUATICS DIRECTOR (PART-TIME/NON-CLASSIFIED) AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** Community Services  
**SALARY:** \$21.96 hourly  
**FILING DATE:** Open: Tuesday, February 24, 2026  
Closes: Open until filled

### **THE POSITION**

Under general direction, oversees and coordinates the day-to-day operations of the Aquatics Facility to ensure safe, efficient service and strong understanding of aquatic program development. **THIS POSITION MAY REQUIRE MORNING, EVENING, NIGHT AND HOLIDAY WORK.**

### **ESSENTIAL FUNCTIONS**

*The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.*

- Oversee the daily operations of the Aquatics Facility to ensure a safe and smooth-running environment.
- Provide excellent customer service
- Prepare reports and maintain records
- Use of good judgement
- Ensure compliance with all relevant regulations
- Maintain and evaluate swim programs to meet community needs.
- Supervise, schedule, and evaluate hourly and seasonal staff.
- Provide staff training and conduct regular in-service sessions.
- Manage and monitor the facility's budget supplies and equipment responsibly.
- Communicate effectively with children, parents, staff, and the general public.
- Maintain a positive, friendly, and professional attitude.
- Enforce facility rules, policies, and safety procedures.
- Performs other duties as assigned, requested and required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

High School graduate; three years (3) years' experience in aquatics as a lifeguard or aquatics instructor including two (2) years of supervisory experience is required.

### **Licenses, Certificate and/or Special Requirements**

Valid Class C Driver License.

American Red Cross Water Safety Instructor (WSI), American Red Cross First Aid for the Professional Rescuer, American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer (CPR), American Red Cross Lifeguard Certification.

## **RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

## **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplement questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

## **VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

## **COMPENSATION AND BENEFITS**

For additional details, refer to the City's website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.