



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park and Recreation Specialist	549-925-1068-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Junior Lifeguard Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Orange Coast District	Huntington State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of the Staff Park and Recreation Specialist, the Park and Recreation Specialist will assist with Junior Lifeguard Program development, planning, and administrative work to address youth outdoor recreational needs. The Park and Recreation Specialist will assist the Staff Park and Recreation Specialist in evaluating five Junior Lifeguard Programs throughout the District that consist of over 2,000 participants. The Park and Recreation Specialist will analyze Junior Lifeguard Program trends to identify and pursue program growth opportunities.</p> <p>The reporting location for this position is Huntington State Beach, 21601 Pacific Coast Highway, Huntington Beach California, 92646.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Junior Lifeguard Program Administration and Development Oversee the daily operations of the Junior Lifeguard Programs, including program registration, uniform and parking pass sales, the development of educational and physical curriculum, social media outreach, and parent contact. Assist with coordinating the R2S2 registration system. Analyze the development of all Junior Lifeguard programs throughout the Orange Coast District as they continue to expand in scope and size. Administer Junior Lifeguard and other fee-based youth programs throughout the entire calendar year. Assist with developing and implementing training for seasonal lifeguard staff as it pertains to the daily operations of the Junior Lifeguard Programs within the Orange Coast District. Assist with the annual operations of multiple Junior Lifeguard, Youth Aide, and Guard Aide Volunteer tryouts throughout the district. Announce staff development opportunities and the evaluate the performance of seasonal Lifeguards assigned to the Junior Lifeguard Program.	
25%	Junior Lifeguard Program Analysis and Evaluation Collect, evaluate, summarize, and analyze Junior Lifeguard outdoor recreation elements within the District to identify the recreational trends, needs, and deficiencies of the Junior Lifeguard Program. Prepare written plans and reports that include recommendations to establish priorities of action by the Department in support of the Junior Lifeguard Program.	
20%	Partnerships and District Liaison Assist the Associate Park and Recreation Specialist with oversight of the District's Proud Partnership with Jack's Surfboard Company who are the supplier of all uniform items for the	

