State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Youth Aid	549-927-9991-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Orange Coast District	Youth Aid	E
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
South Sector	San Clemente State Beach	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not available		Staff Park and Recreation Specialist

SENSITIVE POSITION DESIGNATION (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

This paid, non-lifeguard, mentorship position will work under close leadership of the Seasonal Lifeguard II at their reporting beach location, and an assigned Seasonal Lifeguard I-Junior Lifeguard Program Instructor during the operating hours of the Junior Lifeguard Program. The incumbents will work with Lifeguard Staff and other Park Personnel in order to develop job skills, proper work habits, and leadership qualities through work experience. They also become role models for program participants, while they themselves gain training and experience in leadership, teamwork, aquatic safety skills, and first aid.

*All percentages are estimates and can vary depending upon the time of year, individual employee skill level, and operational need.

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
60%	**INSTRUCTION AND INTERPRETATION** Works with and assists staff in the facilitation of daily operation of the Junior Lifeguard Program under the direct supervision of a Junior Lifeguard Instructor and the Program Lifeguard II. Assists the program instructors in the aquatic safety interpretation process while developing leadership qualities and self-esteem through Team Building and Empowerment. Strives for a safe, professional, team-oriented work environment and program that is free from sexual harassment, hostility, racial discrimination, or negative influences.
15%	**LEADERSHIP** Through work experience and training, the incumbent will develop skills in leadership, coaching, training, educating, and directing of Junior Lifeguard Program participants by being part of a high-performance, team-based work group. Will serve as a role model for the participants in the Junior Lifeguard Program.
10%	**LIFEGUARD OPERATIONS** In accordance with DPR State Lifeguard standards, the Youth Aide will develop skills in and familiarization with the Lifeguard Operations program, aquatic rescue procedures, rescue detection, first aid, CPR, Communicable Disease Prevention, and patient care. Will learn the proper use of rescue equipment. Under close supervision, will participate in aquatic patrol with trained lifeguard personnel in order to develop understanding and on the job experience. Methods of patrol may include; vehicle, tower, rescue boat, foot patrol, swimming, and rescue paddleboards. Maintains a free flow of information, ideas, and feedback from seasonal to permanent levels and provides prompt dissemination of information and materials to seasonal personnel.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	**EMPLOYEE AND PROGRAM SAFETY** Ability and willingness to participate in workplace and program safety by adhering to established safety protocols and policies. Learns to identify and correct safety problems when they arise and is responsible for developing an awareness of potential employee and Junior Lifeguard Participant safety issues while promoting this awareness within their work group and program.
5%	**MAINTENANCE** Ability and willingness to participate in the daily maintenance of the Junior Lifeguard Program facilities and equipment. Develop familiarity and skills in maintenance of facilities, equipment and clean-up of the program area.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Includes but is not limited to beach and ocean open water environment may include lakes and rivers. Work will occur in an outdoor environment with varied weather including sun, wind, and rain.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

1.) Minimum age is 15 years at time of appointment.
2.) Currently enrolled in an accredited high school or equivalent educational program.
3.) Willingness to work all necessary weekdays during the Junior Lifeguard Program operating hours.
4.) Physical strength and endurance necessary to complete the following:

- Competitive 500 yard ocean swim.
- Competitive 100 yard run, 200 yard swim, 100 yard run.
- Competitive oral interview.

5.) Completion of the Junior Lifeguard Youth Aid training program.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE