



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park and Recreation Specialist (Permanent Intermittent)	549-927-1068-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Junior Lifeguard Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
South Sector	Doheny State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ 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		
The Park and Recreation Specialist position works under the close supervision of the Staff Park and Recreation Specialist. The reporting location for this position is Doheny State Beach. This position will assist the Staff Park and Recreation Specialist with program development, evaluation, analytical, and administrative work to identify and provide methods for meeting outdoor recreational needs for youth Junior Lifeguard programs within the District. Orange Coast District (South Sector) currently has two Junior Lifeguard programs within the District with approximately 800 children that participate in programs throughout the year in densely populated South Orange County. These programs are anticipated to grow in large amounts annually and this position will be crucial to the program's future progress and public administration.		
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 pre-season operations of the Junior Lifeguard Programs, including program registration, the development of educational and physical curriculum, social media outreach, coordination of tryouts, and parent contact. Assist with the daily operations of the Junior Lifeguard and other youth aquatic programs. Key duties include scheduling, training, and evaluating staff; monitoring daily activities and field trips; managing participant discipline; communicating with parents; and utilizing the emergency broadcast system. Help with the coordination of the R2S2 registration system. Oversee the development of fee-based youth programs throughout the entire calendar year.	
25%	Training, Special Events and Interpretation Assist with the development and implementation of annual training for seasonal and junior lifeguard staff, focusing on skill development across both junior lifeguard and general aquatic operations. Coordinate logistical operations with special event staff for all special events, including the scheduling and assignment of seasonal lifeguards. Assist with the South Sector interpretive programming and design programs that will enhance education and interpretation.	
20%	Program Development and Preparation	

	Assist with numerous off-season projects regarding the operation of youth-based programs. Responsibilities include inventory and maintenance of program equipment, supporting youth recruitment and marketing, purchasing program equipment, contributing to staffing plans for fee-based activities, and helping develop new programs to support the mission of California State Parks. This position will assist with the numerous public outreach opportunities that are requested throughout the local and adjacent communities.	
10%	Junior Lifeguard Program Analysis and Evaluation Oversee the collection and analysis of Junior Lifeguard program data to identify recreational trends, community needs, and program deficiencies. Prepare written plans and reports that include recommendations to establish priorities for action by the Department in support of the Junior Lifeguard Program.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
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