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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Lifeguard II (Seasonal)	549-927-0990-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Orange Coast District	Lifeguard II (Seasonal Junior Guard Instructor)	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
South Sector	San Clemente State Beach	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not available		Staff Parks 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 uniformed position will work as a lead position for other seasonal lifeguard employees within an operational group and reports to the permanent lifeguard. As an empowered employee and part of a self-directed team, the incumbents work with other lifeguards and park personnel to provide aquatic safety to the public.

*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
50%	**Instruction and Interpretation** Formulates daily lesson plans in accordance with the Junior Lifeguard Program mission statement. Works with program participants and fellow Instructors in the accomplishment of set goals. Maintains close surveillance and ensures safety of program participants. Strives to ensure that the Junior Lifeguard program interprets Aquatic Safety for all participants through participation, education, and learning.
25%	**Leadership** Will be responsible for the day-to-day operation of the Junior Lifeguard program within the District. Through leadership, coaching, training, educating, directing, and evaluating Seasonal Lifeguard Instructor I staff, this person will be responsible for building a high-performance, team-based work group that will provide for the health, inspiration, and education of the participants of the Junior Lifeguard Program and create opportunities for safe, high quality outdoor recreation. Assist the Junior Lifeguard Coordinator and Permanent. Lifeguard Staff in developing Team Building and Total Quality Management by developing and empowering Seasonal Lifeguard I's to strive for a safe, professional, cohesive, team-oriented work environment and program.
10%	**Lifeguard Operations** Maintains a working knowledge of the Operations function of the District Aquatics Program. Attends all required training established for Lifeguard I's in the District. Will fill Operations shifts as required and maintain certification as a DPR Lifeguard by working a minimum of 80 hours/ 10 days in the Operations function.

MARGINAL FUNCTIONS:

%	TASK/DUTIES

5%	**Administration** Works with and assists with Participant and Assistant registration process. Completes flyers and letters pertinent to daily Junior Lifeguard operations. Organizes competitions, special events, and guest speakers. Maintains a daily hours log of Instructor hours, ensures that a daily attendance is taken of the program participants, and that a roster of emergency phone numbers and contacts for the participants is kept up to date and available.
5%	**Facility / Equipment Maintenance and Security** Ability and willingness to participate in the maintenance and repair of equipment and facilities used in the Junior Lifeguard Program. Develop familiarity with day to day maintenance of rescue equipment, facilities, and other equipment necessary in the function of the Junior Lifeguard Program and the Aquatics Program in general.
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:

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