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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Youth Aid	549-656-9991-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Youth Aid	E
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
San Francisco Bay	Angel Island State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor (Ranger)

SENSITIVE POSITION DESIGNATION: (Check if applicable)

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

POSITION DESCRIPTION

Under close supervision of the State Park Peace Officer Supervisor (Ranger), the Youth Aide will assist the Junior Lifeguard Program Instructor during the operating hours of the Junior Lifeguard Program. The Youth Aide will work with lifeguard staff and other park staff to develop job skills, proper work habits, and leadership qualities through gaining work experience. This position is suitable for individuals who are under 18 years old (minimum age 15 yrs old) who want to pursue a Lifeguard I position at Angel Island State Park in the future.

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
30%	***Instruction and Interpretation:*** Works with and assists staff in the facilitation of daily operation of the Junior Lifeguard Program under the direct supervision of Junior Lifeguard instructors. Assists with welcoming Junior Lifeguards and assisting with boarding and disembarking from ferry vessels. Courteously greet the program participants and parents. Assists with Junior Lifeguard registration using Reserve California. Assist program instructors with transporting Junior Lifeguards around the island, facilitating activities, and equipment cleanup and storage. Assist program instructors in aquatic safety interpretation, while developing leadership qualities and self-esteem through team building and empowerment. Report hazards to lifeguard staff to keep Junior Lifeguards safe. Maintains boundaries for Junior Lifeguard activities by being available to assist stragglers as they complete water activities.
30%	***Operations:*** Maintains first aid inventory and delivers first aid supplies to lifeguards. Trains in physical fitness, first aid, and rescue techniques. Assists lifeguards with deck-handing, such as vessel housekeeping and inventory. Communicates courteously with other staff and the public and stays alert and oriented to potential hazards. Assists Dock Aides with greeting park visitors, checking in campers, and ensuring safe loading and unloading of passenger ferries.
20%	***Leadership:*** Through work experience and training, develops skills in leadership, coaching, training, education, and directing of Junior Lifeguard Program participants by being part of a high-performance, team-based work group. Serves as a role model for the participants in the Junior Lifeguard Program.
15%	***Maintenance:***

	Assists with Junior Lifeguard Program instructional set up and cleans instructional equipment at end-of-day. Performs daily inspection and maintenance of aquatic facilities, inspects dock station and first aid supply room for cleanliness, organization, professional appearance, and proper stocking of supplies and equipment. Empties trashcans at workstations as needed at the beginning and end of each shift, sweeps floors and dusts counter spaces of any workstations at the beginning and end of each shift. Develops familiarity and skills in maintenance of facilities, equipment and cleanup of the program area.

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

The Youth Aide works outdoors in a variety of weather conditions, including inclement weather and may be required to assist aboard a vessel on rough seas. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, cold water and rocky beaches.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

This individual must be willing to work all necessary weekdays during the Junior Lifeguard Program operating hours. Conform to departmental uniform requirements.

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