



Lifeguard Lieutenant /Junior Guard Assistant Coordinator  
(Seasonal/Part-Time)  
Salary Range: \$22.76 – \$26.35

DUTIES

Under the supervision of the Recreation Division Manager, and the Lifeguard Captain, the Capitola Lifeguard Lieutenant/ Junior Guard (JG) Assistant Coordinator will assist in the supervision of the beach and managing the Junior Guard operation as well as the Junior Lifeguard Staff and/or the incidents of Tower Lifeguard personnel.

The Lifeguard Lieutenant/JG Assistant Coordinator duties may include:

- In collaboration with the Lifeguard Captain, provide leadership during training for Beach Lifeguard /Junior Guard Instructor Staff
- Assists with program equipment and supplies and communicates any ordering needs for the program.
- Work with Beach Lifeguards/JG Instructors to plan, organize and implement activities; coordinating daily use of the beach; developing a weekly calendar; handling issues as they arise; completing all required paperwork.
- Informs all staff of safety hazards and ocean conditions and is proactive in preventing rescue situations.
- Assist Tower Lifeguards, if necessary, in search and rescue operations.
- Promotes workplace employee safety by adhering to established safety protocols and policies.
- Identifies and corrects problems whenever possible and acts through the chain of command if unable to remedy.

Assumes supervision in the Lifeguard Captain's absence providing safety for the general public and/or Junior Guards

The Lifeguard Lieutenant /JG Assistant Coordinator will work closely with the Central Fire District, Recreation Department administration, Santa Cruz Marine Safety Division, and all allied public safety agencies. The Lifeguard Lieutenant/JG Assistant Coordinator must interact in a professional and courteous manner with the public and other emergency service employees.

REQUIRED QUALIFICATIONS

- Previous training under an USLA Open Water Lifeguard Certified Agency
- 18 years of age
- Must provide a copy of valid CPR Certification (Pro or healthcare provider).

- Physical ability and stamina to perform the duties of an open water lifeguard
- The ability to meet and maintain a 500m ocean swim time of under 10 minutes
- Vision 20-30 corrected.
- Training or experience in working with children
- Criminal history and fingerprint check.
- Applicants must have at least one season as a Beach Lifeguard/JG Instructor.
- Successful completion of required lifeguard training program after initial hiring process is completed. Successful completion and maintenance of required medical training certificates.
- Meet or exceed the minimum requirements for a USLA open water lifeguard.
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### ABILITIES

- Ability to effectively supervise the activities of the Beach Lifeguard/Junior Guard Instructor Staff.
- Ability to effectively coach subordinate personnel.
- Willingness to maintain discipline, confront problems and take appropriate action with staff, public or participants.
- Ability to pursue an effective and prudent course of action in emergency situation.
- Willingness to work weekends and varying irregular shifts.
- Swim in adverse weather conditions for extended periods of time.
- Interact in a professional and courteous manner with the public, JG Parents, and other emergency service personnel; both in person and over radio communication.

#### DESIRABLE QUALIFICATIONS

- Work experience of 1,000 hours at a lifeguard agency which meets the standards of the USLA
- EMT or Paramedic certification
- First Aid for Public Safety Personnel (Title 22) Certification.
- A safe driving record as determined by the City's Personnel Department
- Red Cross Lifeguard Training, Water Safety Instructor, or other aquatics training
- Experience in supervising staff and providing feedback

#### SCHEDULE

The Lifeguard Lieutenant/JG Assistant Coordinator is a Part-Time/Seasonal position from March-October, not to exceed 960 hours in a calendar year. Candidates for Lifeguard

Lieutenant/JG Assistant Coordinator must be available for full-time employment (40 hours per week) from June through August.

### SELECTION PROCESS

Applicants are required to submit a City application in addition to resume and any relevant documents. Those candidates who most closely meet the requirements of the position will be invited for a swim test and oral interview. Successful candidates must attend mandatory training scheduled.

### TEST

Candidates must complete 200-meter run - 500 meter swim in the ocean in 10 minutes. Wetsuits are permitted, no swim fins.

### Mandatory Training Dates

New Hire Academy: June 2<sup>nd</sup>-6<sup>th</sup> 0800-1700, June 8<sup>th</sup> 0800-1700

Recurrent Training : March 30<sup>th</sup>-31<sup>st</sup>

Title 22 & CPR: Weekend in April or May TBD