



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

JUNIOR LIFEGUARD COORDINATOR

Salary: \$17.33 - \$20.06 per hour

Part-Time/Seasonal

FILING DEADLINE: Friday, February 5, 2016, by 5:00 pm

CURRENT OPENING

The Capitola Recreation Department is currently accepting applications for the position of Coordinator of our Summer Junior Lifeguard program. The Junior Lifeguard Coordinator is a Part-Time/Seasonal position from February-September, not to exceed 960 hours in a calendar year. Candidates for the Junior Lifeguard Coordinator (Coordinator) must be available for full-time hours (40 hours per week) for the summer months (June through August).

DUTIES

Under the supervision of the Capitola Recreation administration, the applicant will act as coordinator and supervisor for the City of Capitola's summer Junior Lifeguard program. The Coordinator duties may include: assisting in hiring; coordinating of training, scheduling and supervising staff. Ordering and maintaining equipment and supplies as related to the program. The Coordinator will work with staff 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. The Coordinator will function as a liaison with the Junior Lifeguards Parents Club and the Recreation Department. The Coordinator will work closely with the Recreation Department administration and the Santa Cruz Marine Safety Division lifeguard staff on the beach. The Coordinator must interact in a professional and courteous manner with the public and other emergency service employees.

REQUIRED QUALIFICATIONS

- Minimum of 2 years participation in a Junior Lifeguard program.
- 18 years of age
- Must provide a copy of valid CPR Certification (Pro or healthcare provider).
- EMT certification is highly desirable.
- Excellent health.
- The ability to meet and maintain a 1000m ocean swim time of under 20 minutes.
- Vision 20-30 corrected.
- California Driver's License (valid).
- A safe driving record as determined by the City's Personnel Department
- Criminal history and fingerprint check.
- Successful completion of Santa Cruz Marine Safety Division Lifeguard recertification training program after initial hiring process is completed. Successful completion and maintenance of required medical training certificates.
- Meet the minimum requirements for a USLA open water lifeguard.



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- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.
- All applicants are required to have First Aid for Public Safety Personnel (Title 22) Certification. Applicants will need to arrange for and acquire the Title 22 and C.P.R. training prior to being hired.

DESIRABLE QUALIFICATIONS

Training or experience in working with children and with special needs; experience in supervising staff; beach lifeguard training, Red Cross Lifeguard Training, water safety instructor or other aquatics training; experience working as a lifeguard, particularly on the beach; Advanced First Aid, First Responder or EMT. Applicants must have participated for at least minimum of 2 years participation in a Junior Lifeguard program.

SALARY/WORK SCHEDULE

The program is held at Capitola Beach and runs from the middle of June through middle of August. The Coordinator will be required to be available from February – September and will be expected to be available for full-time (40 Hours per week) during the summer months (June-August) Salary range is \$17.33-\$20.06 per hour, depending on experience.

APPLICATION DEADLINE

Applications must be submitted to Liz Nichols in the Personnel Department at the City of Capitola, 420 Capitola Ave., Capitola CA 95010, by the filing deadline. No postmarks accepted. Please include copies of required certifications and/or proof of enrollment in classes to obtain them. An application may be obtained by calling the City of Capitola at 831-475-7300 or by going to the City's website at www.cityofcapitola.org.

NOTIFICATION

If you have been selected for an interview for the position, you will be notified as soon as possible.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.