



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

EMPLOYMENT OPPORTUNITY

Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator

Salary: \$18.20 - \$21.07 per hour

Part-Time/Seasonal

FILING DEADLINE: **January 20, 2017 or until filled**

CURRENT OPENING

The City of Capitola is currently recruiting for the position of Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator. The Beach Lifeguard Lieutenant Position is a Part-Time/Seasonal position, not to exceed 960 hours in a calendar year. Candidates for the Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator must be available for full-time employment (40 hours per week) for the summer months (May through August).

The Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator will report to the Beach Lifeguard Captain and will work to reestablish the Capitola Beach Lifeguard program. The Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator will be in charge of the day to day operations of the Capitola Junior Lifeguard Program.

DUTIES

Under the supervision of the Capitola Beach Lifeguard Captain, the Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator will act as coordinator for the City of Capitola's summer Junior Lifeguard program.

The Lieutenant/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.
- Assist Beach Captain and City 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 Lieutenant/Coordinator will function as a liaison with the Junior Lifeguards Parents Club and the Recreation Department.

The Lieutenant/Coordinator will work closely with the Recreation Department administration

and the Santa Cruz Marine Safety Division lifeguard staff on the beach and all allied public safety agencies. The Lieutenant/Coordinator must interact in a professional and courteous manner with the public and other emergency service employees.

The Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator will assist the Beach Lifeguard Captain in reestablishing and maintaining the Capitola Beach Lifeguard Chapter with the United States Lifesaving Association. The Beach Lifeguard Lieutenant/Junior Lifeguard Coordinator will work with Beach Captain to establish a training program for all Beach Lifeguard Staff.

REQUIRED QUALIFICATIONS

- Possession of a USLA Open Water Lifeguard Training Certificate or written verification from last USLA employer.
- 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 required lifeguard 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.
- 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 C.P.R. training prior to being hired.

ABILITIES

- Swim in adverse weather conditions for extended periods of time.
- Adopt effective course of action in an emergency situation.
- Maintain constant observation of an assigned area for hazardous conditions and take appropriate action to protect the public from those hazards.
- Interact in a professional and courteous manner with the public and other emergency service employees.

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.

SCHEDULE

The Beach Lifeguard Lieutenant/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 Lieutenant/Coordinator must be available for full-time employment (40 hours per week) from April through September.

APPLICATION DEADLINE

Applications must be submitted to Liz Nichols in the Personnel Department at the City of Capitola, 420 Capitola Ave., Capitola CA 95010. 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.