

# CITY OF SOLANA BEACH

## JUNIOR LIFEGUARD PROGRAM DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the direction of the Marine Safety Captain, directs the activities of the Junior Lifeguard Program; interacts with representatives of other City departments and outside agencies in addressing issues involving Junior Lifeguard Program operations;

### **CLASS CHARACTERISTICS**

This single position class reports to the Marine Safety Captain; the incumbent is responsible for directing the line functions of the Junior Lifeguard Program. As the Program Director, the incumbent is responsible for program operations within authority parameters defined by the policy or dictated by the Marine Safety Captain. This is a lead supervisory class in the Junior Lifeguard Program class series. In addition to lead supervisory responsibilities, the incumbent is responsible for performing the full range of program instructional and lifeguard duties. This class is primarily used on a part time basis in off-season and full time when the program is in session.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

Duties may include, but are not limited to, the following:

1. Assists in directing and coordinating the activities of the Junior Lifeguard Program; prepares work schedules; confers with subordinates regarding assignments, performance of personnel, program problems, training, citizen and parental complaints, and other operational issues; instructs participants, coordinates and provides direction to subordinate instructors, and participates in active marine safety activities, such as beach and ocean rescue operations and first aid; conducts surveillance of the program beach area, operates a rescue boat, patrol vehicle and related equipment.
2. Develops the Junior Lifeguard Program annual calendar, program applications and assists in the program application process.
3. Prepares Junior Lifeguard Program correspondence and related reports; compiles records and files; responds to inquiries and provides program information to the press, general public and other interested parties.
4. Acts as liaison to the public, assists in solving complaints, coordinates program activities and schedules including field trips and Junior Lifeguard competitions; coordinates program activities with other agencies.

5. Assist the Marine Safety Captain with purchasing, personnel and payroll.
6. Inventories program equipment, assesses equipment needs and insures adequate maintenance of various equipment and Junior Lifeguard vehicle.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- ◆ A Bachelor's degree from an accredited college or university with major course work in recreation, sociology, psychology, physical education, public administration, or teaching credential or a related field.

#### **Experience:**

- ◆ Four years of experience as an ocean lifeguard and junior lifeguard instructor.

### **Knowledge and Abilities**

#### **Knowledge of:**

- ◆ Marine safety and educational principles, practices and techniques.
- ◆ Thorough knowledge of beach and sea bluff erosion; ocean shoreline currents and conditions; ocean rescue and safety procedures.
- ◆ Marine environment, physical fitness training, lifeguard competition

#### **Ability to:**

- ◆ Instruct both verbally and by example all principles of beach safety and marine safety rescue.
- ◆ Ability to apply and interpret laws, regulations, and rules as well as program policy and procedures.
- ◆ Think clearly and act effectively in emergency situations;
- ◆ Work independently and demonstrate initiative in performance of assignments; maintain integrity of intra-departmental communication and chain of command; understand and follow verbal and written directions.
- ◆ Write clear, concise, and accurate reports; identify and inform superiors of sensitive and/or unusual situations.
- ◆ Communicate effectively both verbally and in writing; meet the public in situations requiring diplomacy and tact.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Supervise the work of others engaged in Junior Lifeguard Program activities.
- ◆ Physically participate in marine safety activities including arduous beach and ocean rescues.

### **Special Requirements**

- ◆ Possession of a valid Class “C” California driver’s license with a satisfactory driving record.
- ◆ Possession of Basic Ocean Lifesaving, E.M.T. C.P.R Instructor’s and Boat Rescue Certificates.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: 02/17/04

