

ASSISTANT PROGRAM SUPERVISOR LIFEGUARD

Position Purpose:

The purpose of this position is to provide administrative assistance to the Program Supervisor - Lifeguard and to ensure the safety of the public at the town beach and their compliance with all department rules and regulations; performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible duties requiring a thorough knowledge of responsibilities and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the immediate supervision of the Program Supervisor - Lifeguard and under the general direction of the Deputy Community Service Director: Recreation & Beach Director; refers all unusual cases to Program Supervisor - Lifeguard.

Supervision Given: Supervises Ocean Lifeguards.

Job Environment:

Work is performed outdoors with uninterrupted exposure to weather extremes and inclement weather; the noise level is moderate at most times. Hours may require weekend work.

Operates lifesaving equipment, telephone and radio and Town vehicles, including oversand/off-road/all terrain vehicles.

Makes constant contact with the general public, town departments, beach staff and National Seashore. Contacts are in person and consist of an information exchange dialogue.

Errors could result in delays in service, poor public relations and serious danger to the health and safety of beach users.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Keeps the Program Supervisor - Lifeguard informed of beach activities requiring his/her attention and immediately reports any significant problems found.

Assists Program Supervisor - Lifeguard with administrative duties related to the lifeguard program, including scheduling, submitting time sheets, organizing and overseeing training at the beginning of and throughout the season, oversight of daily reports, and managing day to day operations of program.

Observes beaches/water for safety issues and individuals in need of rescue.

Performs rescues and rule enforcement in a timely manner.

Completes daily opening/closing procedures.

Answers questions from the public.

Keeps supervisors informed of happenings at the beach (facility issues, safety issues, staff issues, rescues, shark sighting, etc.) Completes appropriate documentation.

Follows all shark sighting procedures.

Assists Program Supervisor - Lifeguard in providing guidance on procedures and protocol to staff.

Responsible for control of scene during beach rescues in absence of Program Supervisor - Lifeguard. Coordinates with Fire & Rescue Department and Police Department during emergencies.

Assists Program Supervisor - Lifeguard in inventorying and ordering supplies as needed. Assists Program Supervisor - Lifeguard with equipment checks and basic maintenance. Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; current lifeguard certification required; oceanfront life guarding experience required; or any equivalent combination of education, training, and experience.

Special Requirements:

American Red Cross Life Guard Certification.
Certification in C.P.R.
Certification in First Aid
AED training.
CORI/SORI checks

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of oceanfront water rescue procedures. Working

knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of first aid and resuscitation techniques and their application.

Ability: Ability to communicate effectively with the all members of the public, especially children and elderly, in a courteous and tactful manner. Ability to be effective under conditions which create emotional and physical stress. Ability to fairly and tactfully enforce rules and regulations. Ability to perform arduous lifesaving duties requiring physical endurance and agility.

Skill: Skill in use of rescue tools and equipment. Adequate swimming and rescue skills required. Excellent customer service skills.

Physical Requirements:

The physical demands described here 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 the essential functions.

Frequently required to position self in lifeguard chair, move quickly across the beach and parking lot, and move quickly through the water. Required to use oversand/off-road/all-terrain vehicle regularly. Often required to swim for long periods of time and perform water rescues. Often required to move equipment weighing up to 100 lbs. Performs all lifesaving procedures. Communicates in-person frequently and in writing occasionally. Required to operate all lifesaving equipment, including any new equipment assigned. Required to detect persons in need of rescue, unsafe terrain, adverse weather indicators, etc. Frequently required to communicate effectively with members of the public and Town staff and communicate over a radio system. Constantly works in outdoor weather conditions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)