

**Town of Sandwich
Recreation Department
Job Description
Junior Lifeguard Aide**

Summary:

The Junior Lifeguard Aide position is for swimmers age 14 to 16. This position will assist the Sandwich Recreation beach staff with general beach supervision, equipment and beach maintenance, and assist in administering swimming lessons under the supervision of WSI staff. The Junior Lifeguard Aide's primary function is to assist in the overall maintenance and the safety of the beach areas and it's patrons. *DOES NOT DIRECTLY OR PHYSICALLY HANDLE EMERGENCY PROCEDURES*

Supervision:

Junior Lifeguard Aides will work under the general supervision of the Beach Supervisor and the Head Lifeguard. All Sandwich Recreation Beach Staff and the Recreation Director and Assistant Recreation Director also supervise the position as the need arises.

Job Environment:

Pond water front: Primarily on the beach, 8:30 AM to 4:30 PM Memorial Day through Labor Day. *Will receive intermittent breaks from the sun.*

Essential Functions:

- Report to the Head Guard on duty in a timely manner for assigned shifts
- Assist in maintaining the safety of all at the beach site under guidance of the Beach Supervisor, Head Guard and/or a Lifeguard.
- Assist a Lifeguard in the patrol and watch designated sections of the beach and water from an assigned station.
- Interact with the public on the beach, answer questions and assist beach patrons with problems as much as feasible, while maintaining a professional and courteous relationship with the public.
- Maintain equipment and supplies in good working condition and report any issues
- Assist in the supervision of the Super Fun Program recreational swim times.
- Assisting at the WSI with the implementation of swim lessons
- Remove or notify Beach Supervisor, Head Lifeguard or Lifeguard of any dangerous objects from the beach and water line that may pose a danger to persons.
- Responsible for beach maintenance- including set-up and some cleaning duties
- Attends and participates during all required training sessions
- Responsible for adherence to all beach ordinances and Town of Sandwich Recreation Department rules, regulations and policies.

- **DOES NOT DIRECTLY OR PHYSICALLY HANDLE EMERGENCY PROCEDURES**

Qualifications:

Must be between 14 and 16 years of age

- All Junior Guards Aide must participate in the Junior Lifeguarding Class offered by the Sandwich Recreation Department.
- All Junior Guard Aids are required to work 3 shifts per week and attend all weekly training, skills and drills twice a week.
- Each Jr. Lifeguard Aid will receive Junior Lifeguard training and certification upon completion of the training program.
- Junior Guards are expected to:
 - Fulfill their weekly shift commitments
 - Meet expectations by providing accurate, timely, and predictable service
 - Solve problems, have a 'can-do' attitude, and provide follow up in a timely

Necessary Knowledge, Ability and Skill:

- Certification as above, and Department Policy and Procedures set forth in the Beach Staff Manual
- CPR and First Aid Certification strongly recommended
- Maintain open line of communications
- Positive Attitude
- Enforce rules in a professional manner
- Deal with volatile situations with professionalism
- Responsible for referring more complex matters to supervisor for follow up .

Physical Requirements:

- Maintains own good physical condition, good vision and auditory skills,
- Ability to demonstrate running, swimming and paddling skills
- Ability to lift and move equipment.