

Camp Susan Curtis

Job Description

Job Title: **Waterfront Director**

Classification: *Exempt (Seasonal)*

Reports to: *The position will report to the Camp Director.*

Position Purpose:

To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun waterfront program
 - ♦ Write lesson plans that meet camp goals.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative swim and watercraft program activities.
2. Train and supervise waterfront staff
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train waterfront and counseling staff in their waterfront responsibilities.
 - ♦ Supervise waterfront staff to provide a safe and high-quality program.
 - ♦ Supervise the waterfront staff evaluation process.
 - ♦ Implement the scheduling of waterfront staff.
 - ♦ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
 - ♦ Set up waterfront area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ♦ Assist in the planning of any special events on or near the waterfront.
 - ♦ Participate in management and staff meetings.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.

Qualifications (*Minimum qualifications and experience*)

- ♦ Certification – holds at least one of the following certifications:
 - 1.) Lifeguard training from a nationally recognized certifying body.
 - 2.) Swim instructor certification from a nationally recognized certifying body.
 - 3.) Instructor or instructor trainer rating from a nationally recognized boating or watercraft organization.
- ♦ Has a least six weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally recognized aquatics organization.
- ♦ Current certification in first aid and CPR.
- ♦ Prior experience in the development and delivery of recreational programs.
- ♦ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ♦ Ability to schedule and supervise staff.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some additional physical requirements of a Waterfront Director position will be endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

For more information please contact:

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