

Camp Wonderful

Job Description

Job Title: **Waterfront/Aquatics Director**
Incumbent:
Classification: *Exempt (Seasonal)*
Reports to: *The position generally would report to the Camp Director. Although in large camp operations, this position may report to an Assistant Director in charge of program operations.*

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 (with the help of waterfront specialists) 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
 - ♦ Work with Program Director and Waterfront Specialists to develop a program curriculum, awards programs, and leadership programs.
 - ♦ 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.

Relationships:

Waterfront Directors often have direct relationships with the maintenance staff in terms of facility and equipment needs including docks, swimming pool filter systems, boats, etc. There are also coordinated efforts in most camps between all of the key program area directors such as environmental education, sports, arts, and others. Most often the health care and emergency plan outlines the relationship between the health care staff and the Waterfront Director and the waterfront staff for emergency management and care.

Equipment Used:

Identify the specific equipment, facilities and watercraft utilized at the camp which will be the responsibility of this position. Note the size of the craft, type of pool system, type of waterfront, and hazards.

Qualifications (Minimum qualifications and experience)

- ♦ Previous experience in residential camping.
- ♦ Current certification in first aid and CPR. *Advanced certification may be required based on camp location and site of delivery of programs.*
- ♦ Prior experience in the development and delivery of recreational programs.
- ♦ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in a variety of program activities offered at the camp.
- ♦ 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 (age and skill levels) 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 physical requirements of a Waterfront Director position could 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.