

Kingston's Camp

Job Description

Job Title: **Waterfront Director**
Reports to: 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 (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 director will work closely with lifeguards to facilitate daily swim/boating lessons, and to maintain lifeguarding rotations. The Waterfront Director will communicate with Activities and Junior Counselors on how they can best be of service when waterfront activities are occurring including managing the buddy board, putting on lifejackets, taking campers boating, etc. If there is a concern that is unable to be resolved by the Waterfront Director can communicate directly with the Camp Director for a resolution.

Equipment Used:

Comfortable swimwear

Sun coverage (swim shirts, hats, sunglasses) are recommended

Whistle for communication

Backboard

Rescue board

Ring buoys

First Aid Equipment

Boating equipment (canoe, kayak, Corcl, WgWag, sailboat, SUP and paddles)

Rolling log

Kickboards

Noodles

Personal Flotation Devices

Sand toys

Diving toys

Records of swim lessons and skill verifications

Qualifications (*Minimum qualifications and experience*)

- ◇ Previous experience in supervising other lifeguards in natural waterfronts
- ◇ Current certification in first aid, CPR, and lifeguarding
- ◇ Prior experience in the development and delivery of recreational programs.

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.