

Camp Bristol ***Job Description***

Job Title: **Waterfront Director**
Classification: **Nonexempt (Seasonal)**
Reports to: **Camp Director**
Contract Term: **June 18 – August 14, 2022 (8 Weeks)**
Weekly Pay: **\$600.00 (Room and Board included)**

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.

Qualifications *(Minimum qualifications and experience)*

- ♦ At least 21 years old
- ♦ Previous experience in residential camping a plus
- ♦ Current Water Safety Instruction (WSI) Certification
- ♦ Current Beachfront Lifeguard Certification Supervision Level IIb, First Aid and CPR certification that remain valid through August of the camp season.
- ♦ Small Craft Safety certification valid through August of the camp year.
- ♦ Prior experience in the development and delivery of recreational programs.
- ♦ Experience in supervising others especially peers is desirable.
- ♦ Attend and participate actively in staff-week training (provided at camp)
- ♦ Clearance through the Sex Offender Registry and Criminal Background Check
- ♦ Must submit health history record and examination form prior to first day of work.

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 repairs or if necessary, file a work order for repair with maintenance staff.
 - ♦ 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, and other all-camp activities and camp functions
 - ♦ Work with Camp 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.
- ♦ Participate in clean-up at the end of each week.
- ♦ Serve in the role of Lifeguard during designated times as necessary

Equipment Used:

Lifesaving equipment, dive fins and mask, personal floatation devices, kayaks, row boats, canoes

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.