

WATERFRONT DIRECTOR

RESPONSIBLE TO: Program Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibilities to oversee facilities, equipment, lifeguards, and activity leaders at the waterfront. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 21 years or older
- Must have current certification as a Waterfront Lifeguard
- Must have successfully completed ARC Lifeguard Management course or acceptable equivalent
- Must have previous experience as a waterfront director or a camp lifeguard
- Must have current certification in CPR in an acceptable program
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. Deliver a safe, fun, and high-quality waterfront program to campers.
 - a. Assist with writing or improving lesson plans to meet camp outcomes and the abilities of the campers.
 - b. Complete all necessary paperwork.
 - c. Ensure campers and staff follow safety procedures for waterfront activities.
 - d. Teach activities, as scheduled.
2. Train and supervise waterfront staff.
 - a. Assist in the planning and implementation of staff training during pre-camp and inservice sessions.
 - b. Train waterfront and counseling staff in their waterfront responsibilities and verify lifeguard skills.
 - c. Supervise staff working at the waterfront to provide a safe and high-quality program.
3. Manage the physical facilities and equipment in the waterfront program area.
 - a. Set up waterfront area prior to and during staff training.
 - b. Teach and monitor proper use of equipment.
 - c. Conduct initial and end-of-season inventory, and store equipment for safety.
 - d. Check equipment, and make (or file for) repairs.
 - e. Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - f. Monitor inventory and request additional supplies from program team leader as necessary.
 - g. Survey waterfront area daily, and keep the area free of hazards and debris.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- 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.

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed