



Position: Waterfront Director

POSITION SUMMARY

Under the supervision of the Camp Director, the Waterfront Director coordinates and manages all aspects of the aquatic program, including swimming and boating activities, risk management, and waterfront emergency procedures. The Waterfront Director directly supervises a team of Lifeguards.

QUALIFICATIONS

- Must be 21 or older.
- Current Lifeguarding certification required; current WSI certification preferred.
- Small craft certification or experience required.
- Training and experience in waterfront management with an ability to manage aquatic activities.
- Ability to make decisions and act wisely in emergencies.
- Ability to schedule and supervise aquatics staff and volunteers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to communicate and work with groups and provide necessary instruction to campers.
- Desire and ability to work with children ages 5-17 in an outdoor setting.
- Interact with girls, staff, volunteers, and families in a positive, professional manner.
- Serve as a positive role-model for campers, staff, and volunteers.
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Patience and capacity to show interest and compassion for every camper and staff member.
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law.
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds.
- Be able to pass a background check.
- Must have valid driver license, reliable transportation, and current insurance.
- Must be available for full duration of employment.

Reports To: Camp Director

FLSA Status: Seasonal Temporary

POSITION SUMMARY

Under the supervision of the Camp Director, the Waterfront Director directs and coordinates a safe aquatic program. The Waterfront Director will supervise aquatic staff, campers, and other staff while at the waterfront, and also participates in other camp programming as required.

ESSENTIAL FUNCTIONS

Supervision

- Assist with staff training. Teach staff their responsibilities in aquatic activities during staff training. Teach and monitor proper use of aquatic equipment.
- Supervise aquatic staff, including scheduling time off and assigning duties.
- Ensure that aquatic staff complete regular conditioning swims as required by ACA.

Administrative

- Conduct initial and end-of-season inventory, and store equipment for safety and preservation.
- Submit orders for repair or purchase of new of equipment and supplies when needed to Camp Director, ensuring timely arrival of materials.
- Evaluate aquatics abilities of staff and campers. Keep records on all participants and related aquatic skill tests.
- Evaluate current season and make suggestions for following season.

Risk Management

- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Ensure daily maintenance is completed with assistance from aquatic staff.
- Initiate a strict water safety program in keeping with GSUSA and ACA standards requirements, including: (a) using buddy system and (b) using a check in and out system.
- Ensure that all aquatic staff practice rescue techniques and procedures at least once a week.

Program

- Set up aquatic areas during staff training. Check equipment and make (or request for) repairs/replacements.
- Provide "Watcher" training to all camp staff during pre-camp training and as needed throughout the summer.
- Develop and implement a well-planned aquatics program with instruction in canoeing, swimming (swim lessons), and creative free play.
- Assist in packing all equipment and supplies at end of season.
- Assist camp staff with and participate in non-aquatics activities as required.

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and parents. Individual should possess the ability to plan, organize and prioritize work, while managing the camp aquatics program and operations.

Authority and Accountability

Accountable to Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

Supervisory Responsibility

Supervises Lifeguards.

Required Training

Approximately two weeks of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, Outdoor Skills, and Program Activities. The first week of training includes American Red Cross Lifeguard certification and Rhode Island Department of Environmental Management Lifeguard certification.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively in English.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

Computer Skills

No computer skills are necessary.

Certificates, Licenses, Registrations

Current Life Guarding Certification required, current Water Safety Instructor Certificate preferred. First Aid and CPR certification provided during pre-camp staff training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to swim, stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds regularly, 50 pounds occasionally. Physical demands are normal to outdoor positions. The position may require you to be subjected to outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, and other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Walking – prolonged walking
- Swimming – prolonged periods of time swimming or being in or near the water

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed outside. While performing the duties of this job, the employee is exposed to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting in platform tents.

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Name

Date