

## Waterfront Director Job Description

Job: The Waterfront Director is a seasonal summer position. At Camp Marshall, the Waterfront Director is responsible for working in partnership with the Admin Team to provide a safe waterfront for all campers and staff. The Waterfront Director must hold the appropriate certifications needed for this position prior to application unless being renewed prior to when Camp session begins. **Note - Admin has the right to change or alter this job description at their discretion.**

### Job Responsibilities:

- Set up waterfront area prior to the start of camp sessions and ensure daily maintenance has been performed
- Teach and monitor proper use of and storage of all equipment and ensure that all equipment is cared for properly including daily cleaning and appropriate storage.
- Examine equipment before use each day and additionally if needed.
- Take inventory of waterfront materials and communicate needs to the Program Manager in a timely manner.
- Plan and teach creative swim and boating activities each day as well as assisting other waterfront staff in doing so and ensure classes run smoothly, effectively and safely.
- Evaluate abilities of waterfront staff throughout the day, report issues as needed in a timely manner.
- Coordinate with lifeguards on scheduling rotations and off periods each day and create a clear weekly/daily schedule to follow. Provide a schedule to the Admin Team.
- Supervise the waterfront staff to provide a safe and high quality program
- Evaluate aquatics ability of campers and staff in weekly swim testing. Place staff/campers into an appropriate swim zone after evaluation.
- Must be able to monitor swimming abilities each day and reevaluate as needed.
- Observing if the environment is safe to operate waterfront activities
- Communicate and enforce any waterfront closures
- Monitor all waterfront related areas for safety hazards and issues at all times, reporting to Admin as needed and assisting to solve any issues/concerns in a timely manner.
- Scheduling and leading weekly in-service training with all waterfront staff.
- Maintaining a clean and safe waterfront area and being able to delegate tasks to other waterfront staff as needed to ensure a cleanly and presentable waterfront area at all times.
- Taking responsibility of all staff and campers in the waterfront area
- Ensure all campers and staff are aware of, and follow at all times, the rules of Waterfront set forth by Camp Marshall, ACA, the Waterfront Director etc.

- Assist in training all staff on applicable waterfront procedures
- Ability to successfully manage, coordinate, and evaluate staff on a daily basis
- Assist in the planning of any special events in the waterfront area
- Work closely with Program Manager about schedules, activities and programs
- Ability to observe camper/staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Provide surveillance as needed to campers and other staff members at all times in waterfront activities to help prevent and to manage injuries
- Fulfill all duties of a Lifeguard as set forth by certification
- Coordinate and participate in rescues as needed
- Utilize first aid and CPR and other emergency management services as needed
- Understand and implement appropriate response to changes in water conditions or weather conditions affecting the waterfront
- At the end of season, close down and winterize waterfront (clean waterfront, clean and store equipment in boat shack, lock up any boats staying outside)
- Continually provide real time feedback to waterfront staff on an ongoing basis to ensure the safety of campers and communicate daily any performance issues to the Assistant Director
- Escalate waterfront concerns to the Admin Team in a timely manner, prioritizing emergency communication first
- Other duties as needed and as assigned from Admin Team
- Other general tasks of a counselor (See Traditional Counselor description for duties)

#### Job Requirements:

- Must be at least 21 years of age or older
- Must have at least 6 weeks experience in a supervisory waterfront role
- Must be able to pass a CORI/SORI/NSOR
- Must hold a current Red Cross (or equivalent) lifeguard certification prior to the start of the camp season (Camp does not certify)
- Must be CPR/First Aid certified
- 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 (water rescue, fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting at least 50 lbs