

## Waterfront Director



**Responsible to:** Summer Program Manager/Program Director

**Function:** Provide training to staff regarding waterfront safety and oversee all aquatic activity.

### Specific Responsibilities

- A. Orientation
  - a. Train staff in waterfront safety techniques during pre-camp training and throughout the summer.
  - b. Acquaint everyone at camp with an efficient and recommended plan for emergencies at the waterfront such as the lost swimmer drill (LSD), water rescues, backboard, etc.
- B. Provide instruction to Campers
  - a. Acquaint campers with the waterfront rules and safety procedures on the first day of each session
  - b. Participate in developing a chapel presentation.
- C. Provide Leadership for All Waterfront Functions
  - a. Cabin Activities
    - i. Consult with the Tripping Director and ensure enough lifeguards are available for all planned water activities.
    - ii. Prepare necessary equipment for activities, such as innertubes, beach balls, water polo, canoes, etc.
    - iii. It is required to be in the water when cabins are canoeing or tubing to the sandbar. An assigned aquatic observer will stay on the dock for observation.
  - b. Free Swim Activities
    - i. Supervise waterfront safety check: buddy calls, buddy board, LSD and raft tests.
    - ii. Directly supervise aquatic observers while they are on duty. Correct any digressions.
  - c. Afternoon Classes
    - i. Plan an effective waterfront instruction program to benefit campers.
    - ii. Teach two swimming classes each day during the course of each session.
    - iii. Encourage and support campers (and staff) through their swimming experiences with things like going under water, floating, bobbing, etc.
- D. Provide leadership for safety and maintenance as assigned**
  - a. Consult with Summer Program Specialist regarding questionable weather conditions impacting any waterfront activities.
  - b. Check first aid kit and waterfront equipment each morning. Ensure program and safety equipment is in place, start the motorboat and other duties as assigned.
  - c. Check swimming area for dangerous objects (nails, fishhooks, rocks, etc). Fix any problems. Report any concerns to the Site Caretaker and Summer Program Specialist.
  - d. Periodically rake swimming area.
  - e. Sweep chapel steps every morning before chapel as needed.
  - f. Maintain an organized and clean equipment storage shed.
- E. Maintain and revise "Waterfront Role" notebook for next summer session.

## **Waterfront Director**



### **Other Camp Responsibilities**

- A. Take part in camp's Passion Play which will be presented to the campers each session.
- B. Participate in lunch devotions, evening activities and teach two classes.
- C. Write a letter daily to a camper in your assigned support cabin.
- D. Attend prayer times (beginning of cabin cleanup and rest period).
- E. Assist with camp projects and activities as time permits.
- F. Assist with taking down chairs and tables before and after church or special events.
- G. Assist with cabin activity preparations and rest period work projects.
- H. As assigned, participate in chapel and find a replacement if absent.
- I. Assist with other activities as time permits.

### **Essential Functions**

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
4. Abilities to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
6. Physical strength to swim and canoe/kayak and teach campers how to swim and canoe/kayak.
7. Physical ability to respond appropriately to situations requiring rescuing a drowning person, providing first aid, CPR and/or spinal injury.
8. Cognitive and communication abilities to supervise and lead peers as aquatic observers.
9. Ability to train staff in waterfront procedures and policies.
10. Ability to follow state health, fire, and ACA regulations.

### **Qualifications**

1. Minimum 21 years of age
2. Current certification in CPR for the Professional Rescuer, Lifeguard Training, Waterfront Lifeguard, Basic Watercraft Safety, and preferably Head Lifeguard or Lifeguard Management certified
3. Knowledge of camp, ACA policies, DHS and other government regulations pertaining to water activities
4. Knowledgeable of all camp policies, procedures and programs, and curriculum development