

# Waterfront Director and Program Support



ADMINISTRATIVE STAFF

## JOB DESCRIPTION

The Waterfront Director oversees all waterfront, swimming activities and lifeguards to ensure safety of all counselors and campers through proper safety procedures.

## REQUIREMENTS

The following are required:

*We will cover the costs of any certifications needed and some will take place during Staff Training in June.*

- 21 years of age or older
- Current (not exceeding one year) certification in CPR for the Professional Rescuer, and First Aid
- One season as camp aquatics director at a NYS children's camp **OR** two seasons of lifeguarding consisting of at least 12 weeks as a children's camp lifeguard which had more than one lifeguard supervising it at a time **OR** 18 weeks of lifeguarding at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time
- Holds a current American Red Cross Water Safety Instructor and American Red Cross Lifeguard Management certificate or equivalent.
- A Christian in agreement with the Camp's Statement of Faith

## RESPONSIBILITIES

- Oversee all waterfront activities, including the training and enforcement of safety standards, lost swimmer procedures, maintenance and inventory of equipment, and training of counselors in all water activities.
- Supervise camper swim testing and teaching learn to swim classes.
- Determine safety of "unapproved" swimming sites according to procedures described in Waterfront Manual, or assign duties of determining site to WSI staff.
- Plan, supervise, and document lifeguarding drills each week.
- Perform and document a daily check of the waterfront area to ensure safety, cleanliness and free of hazards/debris.
- Assist in completion of required documentation of NYSDOH paperwork and Audit paperwork as it pertains to this position and as required by the Director of Tapawingo.
- Regular monitoring of camp property for safety (beachfront specific)
- Oversee the "Buddy Board" system each week.
- Assist the Program team with creating materials (such as creative flyers, maps, fun documents)
- Assist Program Team by helping with drives.
- Assist Food Service Assistant on Food Service Director's day off.