

Waterfront and Communications Director



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:

- 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 Tapawingo blog and write daily posts summarizing the activities of the day, what was taught in Power Hour/Vespers, and any other communication that parents might enjoy
- Partner with the Marketing Manager to review materials and content, to ensure brand consistency and accurate communication of Tapawingo's MVP (Mission, values and principles,)
- Assist the Program team with creating materials (such as creative flyers, maps, fun documents)
- Execute the communications strategy from Administrative Staff to Counselors about pertinent information and programmed events.
- Attend a weekly administrative staff meeting
- Assist the Camp Director with drafting a weekly parent email summarizing the week
- Assist the Assistant Director and Director's Assistant with communicating with incoming staff and reviewing / updating incoming staff information with a weekly report