

Wanakee United Methodist Center

Job Description

Job Title: **Waterfront Director**
Classification: *Seasonal*
Reports to: *Program Director*

Position Purpose:

To further the mission of Wanakee through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management of the physical operation of the waterfront's facilities and equipment.

Essential Job Functions:

1. Direct and supervise a safe and fun waterfront program
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver swim and watercraft program activities.
2. Train and supervise waterfront staff
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train waterfront and counseling staff in their waterfront responsibilities.
 - ♦ Supervise waterfront staff to provide a safe and high-quality program.
 - ♦ Supervise the waterfront staff evaluation process.
 - ♦ Implement the scheduling of waterfront staff.
 - ♦ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
 - ♦ Set up waterfront area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensure timely delivery.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned (including leading special events at the waterfront).
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ♦ Other duties as assigned by Executive Director, including helping in other areas of camp.

Qualifications (*Minimum qualifications and experience*)

- ♦ Previous experience in residential camping.
- ♦ Current (or ability to obtain) certifications in lifeguarding, first aid, and CPR, as well as NH Boating License. LGI or WSI preferred.
- ♦ Prior experience in the delivery of water-based recreational programs.
- ♦ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in a variety of program activities offered at the camp.
- ♦ Ability to schedule and supervise staff.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ 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 (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of the Waterfront Director include endurance, including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.