

Position Description

Position Title: Waterfront Coordinator

Reports To: Camp Director

Status: Seasonal, Exempt

Salary: \$250-350 per week

Position Summary

The Waterfront Coordinator is responsible for organizing the waterfront team and delivering all aquatic programs. Primary responsibility is lifeguarding the lake and pool and teaching kayaking, canoeing, stand up paddle boarding and paddle boating.

Major Responsibilities

- Carries out duties assigned by Camp Director.
- Organizes the waterfront schedules and coordinates staff to cover all activities.
- Responsible for supervising both waterfront specialists and unit lifeguards when they are at a waterfront area
- Assists with the planning and implementation of safe and appropriate aquatic activities for a variety of ages and abilities.
- Lifeguards at the pool and lake
- Creates and helps deliver a swimming lesson plan and schedule for the appropriate units
- Teaches kayaking, canoeing, stand up paddle boarding and paddleboats
- Coordinates and assists with daily pool maintenance.
- Schedules daily pool chores to ensure the cleanliness of the pool is maintained to the requirements of the health department.
- Assists with lakefront activities and maintenance.
- Maintains records and prepares reports as requested.
- Participates in general camp activities as requested.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by Director or designee.

Requirements

- Minimum age of 21
- Current Water Safety Instructor, Lifeguard Trained, Small Craft safety and First Aid and CPR or equivalent required.
- Experience in lifeguarding and programming.
- Experience in supervision and management
- Actively supports and promotes the camp's commitment to diversity and inclusion.

- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Belief in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____