

GIRL SCOUTS OF NYPENN PATHWAYS, INC.

JOB DESCRIPTION

POSITION:	Waterfront Director
ORIGINAL DATE:	May 2015
DEPARTMENT:	Operations
REPORTS TO:	Camp Director
DIRECT REPORTS:	Lifeguards, Sailing Instructor

Major Responsibilities:

To further the mission of the camp 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 and help meet the outcomes of the Girl Scout Leadership Experience. Provide management to the physical operation of the waterfront's facilities and equipment.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun waterfront program
 - ♦ Write (with the help of Lifeguards) lesson plans that meet camp goals.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative swim and watercraft program activities.
 - ♦ Provide opportunities for girls to participate in the planning and implementation of lesson plans to ensure girl-led waterfront programs.
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, ensuring timely arrival of materials.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ♦ Work with Program Director and Lifeguards to develop a program curriculum, awards programs, and leadership programs.
 - ♦ Assist in the planning of any special events on or near the waterfront.
 - ♦ Participate in management and staff meetings.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Other duties as assigned by supervisor.

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 behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate 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.
- ♦ 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.

Equipment Used:

Freshwater lakefront canoes, kayaks, funyaks, rowboats, paddles, inflatable play equipment, ladders, rescue poles, guard tubes, rescue rings, spine boards, buoys, rope, PFDs, first aid kits, whistles, buddy boards, etc.

Qualifications *(Minimum qualifications and experience)*

- ♦ Current and up-to-date W.S.I. lifeguard (waterfront module a must).
- ♦ Lifeguard Supervision and Management course required.
- ♦ CPR/AED for the Professional Rescuer and Healthcare Provider required.
- ♦ Two years experience as a waterfront counselor (or equivalent.)
- ♦ Demonstrated ability to maintain safe waterfront practices.
- ♦ Supervise waterfront staff and teach swimming.
- ♦ NYS requirement - minimum age 21.

Approval:

_____ **Employee Signature**

_____ **Date**