

Job Title: Waterfront Coordinator (Lifeguard)

Reports to: Program Director for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$3400 stipend

Housing: Included

Dates of Contract: June 16-August 28, 2024

Position Purpose:

Oversees safe operation of the Silver Lake waterfronts (swimming and boating) per American Camp Association guidelines, the Office of Early Childhood regulations and the American Red Cross. Responsible for the supervision and training of staff (3-6 people) in lifeguard skills and safe boating operation. Work with volunteer Deans to create waterfront programming that enhances the campers' experience and supports the growth of our campers. Monitor and Contribute to the well-being of the staff community as a member of the Coordinator Team.

Essential Job Functions:

1. Oversee safe operation of the waterfront.
 - ◆ Become familiar with waterfront manuals. Make sure it is up to date.
 - ◆ Train staff in lifeguarding skills and conduct regular in-service training, including practicing lost bather drills and deep water back boarding.
 - ◆ Perform regular inspections of all equipment and keep updated logs.
2. Supervise Waterfront Staff.
 - ◆ Assess staff skills and create plans for improvement.
 - ◆ Schedule staff as needed to meet required program ratios.
 - ◆ Perform pre, mid, and end of summer evaluations with each team member.
 - ◆ Serve as a role model and mentor to team, other staff, and campers.
3. Create waterfront programming that enhances camper experience.
 - ◆ Design sessions that will support each program's goals.
 - ◆ Develop a fun and safe water carnival and boating programs.
 - ◆ Schedule waterfront and boating sessions for each conference.
 - ◆ Provided alternative program if swimming is cancelled due to weather.
 - ◆ Nurture a culture of challenge by choice.
 - ◆ Celebrate participant successes.
4. Serve as a member of the Coordinator Team
 - ◆ Represent Waterfront needs and concerns at daily Coordinator Meeting.
 - ◆ Monitor and contribute to the well-being of the staff community.
 - ◆ Support other Coordinators in their work.

- ◆ Report staff or other program concerns to Program Director.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events, especially in the waterfront areas.
- ◆ Other duties as assigned.

Relationships:

The Coordinator will work closely with the Directors to ensure the smooth and safe operation of facilities and effective program delivery. The Coordinator will also work with the Directors to create a healthy staff community and to support the summer camp program. The Coordinator will work with the Program Coordinator to schedule programming and ensure Adventure sessions meet program session curriculum goals.

Equipment Used:

- ◆ Lifeguarding equipment, including, rescue buoys, rescue board, throw rings, reaching poles.

Qualifications:

- ◆ Age 21 or older.
- ◆ Supervisory experience.
- ◆ American Red Cross Lifeguarding certification*
- ◆ American Red Cross CPR for the Professional Rescuer certification*
- ◆ American Red Cross Waterfront Module certification*
- ◆ Certification in a CT state approved watercraft safety course focuses on canoe or kayak skills or ability to obtain.
- ◆ Experience leading programs and activities with young people.
- ◆ Valid U.S. driver's license.
- ◆ *Training will be provided during training week if not attained prior to camp start date.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper 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.
- ◆ 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.

