



WATERFRONT DIRECTOR

2024 DATES: June 11 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$475 per week for 8 weeks.

Housing and Meals provided.

REPORTS TO: Camp Director

DIRECT REPORTS: Lifeguards

PRIMARY RESPONSIBILITY: To oversee the design and delivery of all activities at the camp's waterfront and ensure overall waterfront safety.

MINIMUM QUALIFICATIONS:

- Be at least 20 years of age
- Current Lifeguarding certification, or willingness to recertify
- At least two summers of experience as a summer camp lifeguard or other applicable lifeguard experience (at least 16 weeks at a facility staffed by more than one lifeguard at a time)
- Valid driver's license and willingness to drive camp vehicles
- Commitment to bringing the Camp Little Notch Mission to life
- Willingness to obtain other certifications as required by the NYS Department of Health

ESSENTIAL JOB RESPONSIBILITIES:

- Participate in the planning and conducting of pre-camp training, to include training waterfront staff, counselor staff and fellow administrative staff in their waterfront responsibilities.
- Lead any waterfront staff in-service training in conjunction with the Camp Director.
- Assist in the care of the camp facility and its equipment. Maintain organization of waterfront equipment and ensure equipment condition is evaluated daily and removed from use as needed.
- Setup and clean up the waterfront prior to and after daily usage. Ensure all logs are updated daily.
- Assist the Camp Director in weekly swim testing, to include organizing the camper buddy board.
- Create and administer lesson plans for canoeing and kayaking that seek to build skill and an awareness of water safety.

- Create and administer lesson plans for sailing that seek to build skill and are progressive in nature.
- Supervise free swim periods for units and create optional structured swim activity offerings that support camper-led programming.
- Lead all-camp swims and weekly Polar Bear swims.
- Assist the Program Director in the creation of other all-camp activities as requested.
- Supervise assigned staff members, to include regular, spontaneous evaluation and feedback. Complete mid-summer and summer's end performance appraisals in conjunction with the Camp Director. Keep the Camp Director regularly informed of staff performance, morale and conflicts.
- Act as additional supervision for an assigned unit when not at the waterfront, including assisting with kapers, meals, and all unit routines including hygiene maintenance, me time and bedtime.
- Apply basic principles of youth development, connect with the campers and appreciate each camper as their own unique individual. Work with campers to create positive and meaningful relationships utilizing communication, respect and empowerment.
- Work with unit counselors and campers to create a community living environment that is cohesive, positive and uplifting.
- Assist with keeping assigned unit clean throughout each session - including camper tents, unit house, and latrines.
- Act as a leader and role model to fellow staff members through the following means:
 - Enthusiastic participation in all camp programming
 - Excellent customer service skills
 - A professional demeanor and positive, upbeat disposition
 - A consistent willingness to help others
 - Communicating with fellow staff members in a way that is positive and encouraging
 - Living the Values of Camp Little Notch
- Maintain an in-depth knowledge about the facility and its emergency action plans. Ensure proper safety procedures are followed at the waterfront, and activate the emergency action plan when necessary.

- Understand all site specific emergency procedures and respond to on-site incidents and accidents and follow reporting procedures to Camp Director and/or Executive Director as required.
- Understand American Camp Association and NY State Health Department regulations and how they apply to assigned daily responsibilities.
- Play a key role in the weekly check-in and check-out process. Welcome campers to their session in a positive, inviting, outgoing and inclusive manner.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.
- Working knowledge of sailing sunfish sailboats and personal experience sailing these types of boats.
- Skills in program/lesson planning and implementation, such as: time management, creativity, flexibility, enthusiasm, interpersonal prowess, patience, and public speaking.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description

and have received a copy for my records.

Employee Name:		Date:	
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