

## JOB DESCRIPTION

Position: Lake Front Director

Desired Qualifications:

- Holds certification as a lifeguard from a nationally-recognized certifying body or equivalent certification, preferably with an open water endorsement
- Basic Water Rescue and Small Craft Safety certifications preferred
- Current instructor's certifications in sailing, canoeing, and kayaking preferred
- Experience in Sail Boarding
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to schedule and supervise staff
- Ability to teach aquatic activities
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control
- At least 19 years old or 18 with one year of college
- Current CPR and first aid certifications

Responsible To: Directors, Assistant Director, Program Director, Assistant Program Director, and Aquatics Director

Camp Goals: To provide a safe, non-competitive, largely team-oriented wilderness adventure program through which children can have fun, make friends, and build self confidence by tackling challenges and developing new skills.

General Responsibilities:

- To plan, direct, and supervise the camp's lake front program
- To supervise aquatics specialists
- To supervise campers, including enforcing safety regulations
- To identify and meet camper needs
- To carry out camp programs
- To fulfill other staff administrative roles

Specific Responsibilities:

- To set up lake front during staff training, and assist in other aquatic areas as needed
- To teach staff their responsibilities in activity during staff training
- To conduct in-service training
- To teach and monitor proper use of equipment

- To conduct initial and end-of-season inventory, and store equipment for safety
- To implement safety systems to quickly account for all participants at aquatic activities
- To assess potential aquatic hazards, and to assure that the minimum safety criteria are followed, including that access to equipment is controlled, rules for use of aquatic areas and equipment are known by participants and posted, eliminate or control known hazards, equipment is regularly checked and maintained, rescue equipment is readily available and in good repair, campers and staff are oriented to the rules and boundaries, to assess water and weather conditions to identify hazards and determine appropriate activities
- To assist the Aquatics Director in writing lesson plans to foster campers' aquatic skills and enjoyment
- To assist with the pool program as needed
- To supervise camper swim tests and maintain and distribute test results
- To evaluate and classify aquatics abilities of staff and campers and assign participants to areas, equipment, facilities, and activities commensurate with their abilities
- To assist in preparing award recognition and participation certificates to campers, when earned
- To plan and work with others during special events
- To submit requests for supplies and equipment when needed, ensuring timely arrival of materials
- To supervise and assist in packing all materials and supplies at the end of the season
- To evaluate current season and make suggestions for the following season
- To learn the likes and dislikes of each camper
- To help each camper to have fun, make friends, and build his or her confidence
- To supervise staff to assist campers in processing their experience
- To recognize and respond to opportunities for problem solving in the group
- To develop opportunities for interaction between campers and staff
- To enforce camp safety regulations
- Instruct campers in emergency procedures, such as lost swimmer drills
- To prepare for and actively participate in staff training, meetings, and supervisory conferences
- To set a good example for campers, staff, and other people by practicing the traits of cleanliness, punctuality, team work, sharing clean-up and chores, sportsmanship, and table manners
- To follow camp rules and regulations
- To encourage respect for other people, the environment, personal property, camp equipment, and camp facilities

- To manage personal time off in accordance with camp policy
- To maintain good public relations with campers' parents and the local community
- To submit all required reports on time
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of campers in a waterfront setting, and to effect the rescue of campers from a pool, river, and lake
- Ability to operate all of the camp's waterfront equipment, including but not limited to sailboats, canoes, kayaks, windsurfers, and safety gear such as personal floatation devices and rescue tubes
- Ability to carry out all duties at an elevation of at least 6,200 feet
- Possess physical ability to move about the camp, including the pool, river, and the lakes where the aquatics program is run, and to swim
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, or injury), and to communicate via radio and telephone to summon help