

# **GSCSNJ SUMMER CAMPS**

## ***Job Description***

Job Title: **Waterfront Manager**  
Classification: Exempt (Seasonal)  
Reports to: Camp Director  
Location: Oak Spring Day Camp

### Position Purpose:

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. Provide support to the physical operation of the waterfront's facilities and equipment. Responsible for carrying out supervision of waterfront staff.

### Essential Job Functions:

1. Plan, direct, and supervise a safe and fun waterfront program
  - ♦ Delivers and operates a well-planned program of instruction in swimming, creative free play and water safety lessons. Test and classifies aquatics abilities of campers and staff.
  - ♦ Promotes progression in activities and experiences, considering age level, abilities, and interests of campers.
  - ♦ Recognize individual camper achievements.
2. Train and supervise waterfront staff
  - ♦ Assist in the planning and implementation of staff waterfront training.
  - ♦ Train waterfront and program/unit staff in their waterfront responsibilities.
  - ♦ Supervise waterfront staff to provide a safe and high-quality program.
  - ♦ Provides ongoing training and staff development for waterfront staff, including drills, skill refreshers and enrichment training.
  - ♦ With the assistance of the Camp Director, conducts periodic evaluations and supervisory conferences.
  - ♦ Provides feedback and guidance to staff based on regular observations.
  - ♦ Assists camp staff in completion of their duties as needed.
3. Manage the physical facilities and equipment in the waterfront program area
  - ♦ Set up waterfront areas 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.
  - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
  - ♦ Maintain water quality records in coordination with the Camp Ranger.
  - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - ♦ Survey waterfront areas daily:
    - ♦ Keep the areas free of hazards and debris.
    - ♦ Remove garbage from waterfront areas daily.
    - ♦ Items left at the waterfront areas will be brought to Lost & Found daily.
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
  - ♦ Participate in management and staff meetings.

- ♦ In the event that the waterfront areas cannot be utilized, is responsible for creating and implementing alternate programming.
- ♦ Assist in the planning and implementation of all-staff training.

#### Other Job Duties:

- ♦ Adheres to all GSCSNJ council policies and procedures.
- ♦ Observes all safety precautions and complies with all GSCSNJ council health and safety rules and procedures.
- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Assist with camper units as needed, including staff coverage.
- ♦ Assist with camp healthcare needs as needed, including camper check-in, supervision of ill campers, and non-emergency transport.

#### Qualifications:

- ♦ At least 21 years of age.
- ♦ Holds or has evidence of having held one of the following certifications within the past two (2) years:
  - ♦ Lifeguard training from a nationally recognized certifying body,
  - ♦ Swim instructor certification from a nationally recognized certifying body,
  - ♦ Instructor or instructor trainer rating from a nationally recognized boating or watercraft organization,
  - ♦ Or equivalent certification.
- ♦ Holds current certification in professional first aid and CPR from a nationally recognized certifying body.
- ♦ Has at least six (6) weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally recognized aquatics organization.
- ♦ Experience in supervising others especially peers is desirable.
- ♦ Must submit health history record and record of immunizations prior to first day of work.

#### 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.
- ♦ Good judgment in anticipating and preventing accidents.
- ♦ Subscribes to the principles of the Girl Scout movement.

#### 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.
- ♦ Ability to lift 40 lbs.
- ♦ Ability to perform water rescues, which may include lifting up to 100 lbs.

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Employee Printed Name	Employee Signature	Date
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Director Printed Name	Director Signature	Date
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