

Position: Waterfront Coordinator

Job Description 2021

Classifications: Seasonal Staff

Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.



Qualifications:

- At least 21 yrs of age
- Emotional maturity and stability; good moral character and integrity
- Enjoyment of out-of-door living
- Love for children
- Member of The Mother Church
- Current Red Cross (or equivalent) CPR and First Aid certifications
- Possess a current Water Safety Instructor's Certificate from the American Red Cross
- Lifeguard Instructor certification preferred
- At least two years of experience on a camp waterfront
- Possess competence in:
 - Skills specific to all aquatics activities
 - Assisting individuals in learning all aquatics activities
 - Understanding the limitations of campers of varying ages and abilities with regard to all aquatics activities; recognition of readiness to participate in the planned activity
 - Familiarity with natural environment hazards, and
 - Use and care of specialized equipment

Knowledge:

- ACA standards regarding aquatic safety and design
- ACA and camp standards and procedures (provided in staff manual)
- How to work with others from a variety of backgrounds
- Childcare
- Providing effective feedback
- Supervision
- How to lead an in-service training for Lifeguarding based on Red Cross standards (provided in the Waterfront Binder)

- Maintain a strict and efficient water safety program for the camps in keeping with the American Camping Association standards and Red Cross requirements, and evaluation of the progress of the aquatics program and camper progress in it.
- How to evaluate swimming levels and abilities based on Red Cross standards
- How to facilitate swim testing for all camp participants
- How to take a weekly water sample of the swimming area
- How to conduct classes and engage with camp as expressed in CLC's summer staff manual

Elemental Skills:

- Collaboration
- Organization
- Clear and effective communication
- Creative problem-solving
- Responsible decision-making
- Awareness
- Inclusivity
- Evaluation
- Teaching youth
- Leadership
- Time management
- Holistic and spiritual work ethic
- Engagement
- Childlikeness

Abilities:

- Can keep an orderly and organized waterfront shed
- Stay on top of schedules and daily plans
 - Works with Lifeguards and Program Director to coordinate swim classes and free swims
- Properly clean and put together equipment, boats, pfd's, tubes, toys, and other necessary aquatic elements
- Can evaluate all participants swimming levels and abilities
- Demonstrates aquatic knowledge with program design and class planning
- Work patiently with swimmers to feel comfortable in the water
- Prayerfully support all aquatic activity each day
- Ability to set a high standard for waterfront staff
- Maintains the professionalism indicated by the Red Cross and holds Lifeguards to that standard
- Physical ability in swimming and watercraft usage

Qualities:

- Childlike
- Reliable
- Flexible
- Poised
- Focused
- Diligent
- Organized
- Approachable
- Joyful
- Loving
- Patient
- Humble
- Thorough
- Supportive
- Aware
- Punctual

Responsibilities:

- Develop and carry out a well-planned program of instruction.
- Test and classify aquatics personnel regarding swimming abilities and utilize these abilities to the best advantage in carrying out the aquatics program.
- Test and evaluate the swimming abilities of each camper, staff, and participant.
- Supervise staff as to lifeguard duties during free swim periods and classes.
- Supervise aquatics staff, including instructors of canoeing, boating, kayaking, and sailing as well as swimming.
- Assist with staff training and evaluation during Staff Training and throughout the summer.
- Maintenance and inventory of all aquatics equipment.
- Teach a Sunday School class.
- Keep all records and take regular water samples as required by the Pennsylvania Department of Health.
- Be responsible for the administration of all aspects of the American Red Cross Aquatics program.
- Provide opportunities in all aquatic activities for campers to increase their understanding and appreciation of the natural environment.
- Assure that aquatics activities challenge each age level and ability level of participating campers.
- Have available and use written operating procedures and regulations regarding each phase of the aquatics program as published by the American Red Cross.
- Assure that all aquatics equipment is:
 - appropriate to age, size, and ability of the user
 - maintained in good repair
 - stored in such a manner as to safeguard the effectiveness of the equipment
 - given a safety check immediately prior to use, and

- is in conformity with legal regulations, where applicable.
- Make sure that specific activity safety procedures have been carried out in all areas of the aquatics program, including:
 - written safety regulations which are made known to campers
 - a ratio of adult leadership to participating campers in relation to the degree of risk involved
 - First Aid supplies and equipment prepared by the appropriate person to meet potential emergencies related to the particular aquatic activities.
- Make sure that in addition to the aquatics supervisor, there is on active duty one currently certified Advanced Lifesaver for each 25 persons in the water and an overall ratio of 1 guard (responsible person not necessarily holding a certificate) for every 7 persons in the water.
- Complete, before camp begins, a thorough review of all waterfront-related standards of the American Camping Association as they apply to CLC's aquatics program and assist in assuming the responsibility for correcting any non-compliance aspects of the program.
- Give love and care to all campers at all times
- Be a role model
- Do your best
- Teach amazing classes
- Carry out the camp mission and purpose in the course of working with campers.
- Do metaphysical work for self and waterfront each day.
- Assist with and participate in camp-wide activities.
- Instruct in-camp activities in accordance with camper's abilities.
- Create and present camper awards for activities.
- Help lead Staff Training program.
- Take initiative in developing program activities.
- Advise, remind, and give reasons to campers regarding safety requirements, concerns for other people's rights, and personal health.