

YMCA Camp Arbutus Hayo-Went-Ha Waterfront Director Job Description

Desired Qualifications

- Training and experience in waterfront activities and management
- Training and experience in working with children
- Ability to schedule and supervise staff
- Enthusiasm, sense of humor, patience and control
- Current CPR and first aid certifications
- Current WSI & LGI certificate
- Desire to work and live in a camp community

Responsible to

Camp Director

Camp Goals/Mission

The mission of YMCA Camp Arbutus Hayo-Went-Ha is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

General Responsibilities

To plan, direct and supervise camp's waterfront program.

Specific Responsibilities

1. Ensure each staff member and camper has on file an identification tag that recognizes swimming standards
2. Participate in and lead specific areas of staff training pertaining to the waterfront and staff responsibilities when assigned to waterfront duties and activities.
3. Lead waterfront orientation for campers on each opening day
4. Set up lake and waterfront area during staff training.
5. Conduct initial and end of season inventory, and store equipment for safely.
6. Check equipment and make (or file for) repairs.
6. Coordinate coverage of the Waterfront.
7. Conduct daily check of the area and equipment for safety, cleanliness and good repair.
8. Write (with help of activity assistants) and check all lessons plans to make sure the foster participants aquatic skills.
9. Keep records on all participants; help them progress from beginner to advanced levels.
10. Award recognition and participation certificates to campers and staff when earned.
11. Assist with Program Director for special events on the waterfront.
12. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
13. Evaluate current season and make suggestions for the following seasons.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Waterfront Director needs to communicate effectively to enforce safety regulations, lift/assist campers or staff; must be able to train staff; observe camper behavior; identify and respond to hazards; work with different age and skill levels; plan and conduct daily events and activities.