



## **Job Description Waterfront Coordinator**

### **Employment Status:**

- Seasonal Position

### **Qualifications:**

- Must be at least 18 years of age and possess the needed maturity and skills to perform the job successfully.
- Must be registered as a Certified Lifeguard through American Red Cross or another approved organization.
- Possess the appropriate Lifeguard and Emergency certifications (CPR/ First Aid) to meet requirements of the State Camp Regulations.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Possess enthusiasm, a sense of humor, and patience.

### **Responsible to:**

- Camp Director

### **Waterfront Coordinator Responsibilities:**

- Coordinate all swimming and water-related activities at Camp Blodgett.
- Keep an inventory of all equipment and equipment needs, and work the Director of Operations to maintain pool equipment.
- Ensure that the pool and waterfront areas are kept clean.
- Develop and implement procedures to assure children are swimming in the pool at their skill level.
- Be familiar with state standards regarding aquatic procedures. Do your part to ensure that Camp Blodgett is in compliance with these standards.
- Develop with the Directors and Health Officer an Aquatic Emergency Action Plan, and instruct the staff on their roles in this procedure.
- Conduct an orientation for all staff to prepare them as Aquatic Observers, and supervise Aquatic Observers during the swimming activities.

- Instruct campers on pool and waterfront rules and expectations, and coordinate a Lost Swimmer Drill at the beginning of each session. Post these rules and expectation in a readily seen area to campers.
- On the first day of camp, conduct swimming tests for all campers, and complete the buddy board system for keeping track of swimmers.
- Be the lifeguard for pool activities and lakefront activities.
- Deal with camper behavior problems at the pool, following the state regulations and Camp Blodgett's stated discipline policies.
- Develop and teach instructional and fun swimming workshops.
- Post the Aquatic Observer schedule each session for staff.
- Instruct, lead, and direct canoeing activities at camp. Account for all campers and staff during the time they are in the canoe and in the water. Drive campers and staff to canoe site.
- Assist Facilities Director with pool upkeep and maintenance including proper chemical levels, hardware upkeep, and pool area cleanliness.

**Camp Responsibilities:**

- Attend and actively participate in all planned activities, including staff training and staff meetings, and follow the daily schedule.
- Take every effort to build and nurture a sense of community and understanding among all staff members.
- Eat meals with campers, giving attention to camper interaction and dining hall procedures.
- Assist with and lead all-camp events and other camp-wide activities as assigned.
- Participate in all daily activities and assist with cabins and campers where needed.
- Cooperate with the Directors in the coordinating and organizing of the total camp program.
- Report to the Camp Director any concerns about a camper's health, safety or well-being.
- In the evenings, assist in the cabins or the Bath House as needed by staff.
- Assist in total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season as per the Facility Director/Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.