



## **Camp Albemarle** **Aquatics Coordinator Job Description**

**Reports to:** Director of Summer Camp Ministries

### **Purpose of Position:**

The Aquatics Coordinator oversees the general safety of campers and staff at the pool, facilitates offsite kayaking trips, and leads lifeguarding staff. The Aquatics Coordinator is considered a support staff role. When all responsibilities and duties related to the pool are complete, the Aquatics Coordinator is to assist in other areas of camp to support the Counselors and campers.

### **Qualifications:**

1. Must be 21 years of age
2. Have a current Red Cross Lifeguard certification with corresponding certifications in CPR/AED for the Professional Rescuer and First Aid.
3. Have leadership/management experience
4. Experience in kayaking or teaching kayaking preferred.
5. Must have the ability to interact with all age levels.
6. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
7. Enjoyment and appreciation of the outdoors
8. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
9. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Attend and provide trainings and weekly staff meetings.
2. Ensure the general safety of campers and staff at the pool and off-site locations.
3. Manage aquatic emergencies.
4. Facilitate off-site kayaking trips
5. Assist with program needs.
6. Lifeguard daily.
7. Manage camper behavior.
8. Serve on the Summer Leadership Team.
9. Participate in camp-wide activities
10. Practice and enforce all camp safety regulations and emergency procedures.
11. Abide by all camp policies and covenant agreement.
12. Responsible for the health and wellbeing of self and campers attending the waterfront activities.
13. Perform all other duties and roles assigned by administrative staff.



## **Specific Duties:**

1. Attend and provide trainings and weekly staff meetings.
  - a. The Aquatic Coordinator must attend the Lifeguard training course held here at camp prior to and/or during the staff training.
  - b. The Aquatic Coordinator must attend the two-week staff training prior to serving for the summer. Make up training is available for some circumstances if the two-week training is missed.
  - c. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in. The Aquatic Coordinator must be present and on time to all meetings.
  - d. In-service trainings take place throughout the summer. The Aquatic Coordinator is required to attend all in-service trainings pertaining to Lifeguarding.
2. Ensure the general safety of campers and staff at the waterfront.
  - a. Identify and alert staff and campers to hazards and risks of the pool as they attend programs held at the pool.
  - b. Implement as necessary the pool Emergency Action Plan and other camp policies specific to the pool.
  - c. Inspect and clean all pool program areas prior to opening the pool each day.
  - d. Check and restock first aid supplies for pool first aid kits weekly.
3. Manage and respond to pool emergencies.
  - a. Provide leadership during pool emergencies.
  - b. Respond appropriately to pool emergencies.
4. Facilitate Kayaking Trips
  - a. The Aquatics Coordinator is responsible for guiding and facilitating groups who go on kayaking campout trips. Responsibilities include:
    - i. Creating Itinerary
    - ii. Meal planning
    - iii. Equipment care
    - iv. Driving to and from locations
5. Assist with program needs.
  - a. The Aquatic Coordinator will work closely with the Logistics Coordinator to schedule/reschedule activities and to assign Lifeguards to provide extra staff in other areas as needs arise.
  - b. Facilitate pool activities at the waterfront.
  - c. Be flexible!
6. Lifeguard daily.
  - a. Lifeguard at the pool for swim times.
  - b. Perform weekly skills & conditioning tests, and attend appropriate in-service training.
7. Manage camper behavior.
  - a. Use age-appropriate techniques to manage unacceptable camper behavior, consulting with the Director of Summer Camp Ministries when necessary.



- b. Camp Albemarle does not tolerate bullying. Be proactive in keeping group interaction positive.
8. Serve on Summer Leadership Team
  - a. Participate in weekly planning meetings and give feedback regarding staff roles and camp needs.
9. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group and camper control at the pool.
  - b. Ensure all safety regulations and emergency procedures are being followed, referring to staff manual as necessary..
10. Participate in camp-wide activities.
  - a. Evening activities include: Sunday formal swim, Sunday and Thursday vespers, Thursday dances and carnivals, etc.
  - b. Be present and on time for daily activities including, morning watch, meals, h-hour (rest hour), etc.
11. Abide by all camp policies and covenant agreement.
  - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
12. Responsible for the health and well-being of self and campers attending the pool activities.
  - a. The Aquatic Coordinator is responsible for meeting his/her own personal health and hygiene needs, including taking prescribed medications.
  - b. Within your level of training, care for camper or staff injuries that may take place at the pool or offsite.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
13. Perform all other duties and roles assigned by administrative staff.
  - a. When assigned to alternative roles refer to their specific job description (Day camp, Counselor, etc.).

### **Relationships:**

The Waterfront Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The Waterfront Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

### **Knowledge, Skills, and Abilities:**



1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.

**Physical & Interpersonal Aspects of the Job:**

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards in the program vicinity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.