



## **Camp Albemarle**

### **Waterfront Coordinator Job Description**

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

#### **Purpose of Position:**

The Waterfront Coordinator is part of the Program Staff, working to ensure the general safety of campers and staff at the waterfront, to supervise the sailing team, and to oversee waterfront programs.

#### **Qualifications:**

1. Must be 21 years of age or a rising junior in college
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. Must have a boating license.
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. Ensure the general safety of campers and staff at the waterfront.
2. Supervise the sailing team.
3. Assist with program needs.
4. Be at the waterfront guarding daily.
5. Track all waterfront program equipment and supplies and order new supplies in consultation with the Director of Summer Camp Ministries.
6. Serve on the Summer Leadership Team.
7. Practice and enforce all camp safety regulations and emergency procedures.
8. Abide by all camp policies and covenant agreement.
9. Responsible for the health and well-being of self and campers attending the waterfront activities.
10. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

#### **Specific Duties:**

1. Ensure the general safety of campers and staff at the waterfront.



- a. Help train new lifeguards at the start of summer, orientate new guard staff to the waterfront activities with their accompanying hazards/risks, and ensure that all lifeguard team/sailing team can implement the Emergency Action Plan and other camp policies specific to the waterfront.
  - b. Oversee the Core Rotation at the waterfront for staff training.
  - c. Inspect facilities and equipment daily, promptly report any problems to the Director and/or Maintenance Director, and restock First Aid kits as needed.
2. Supervise the sailing team.
  - a. Attend Sunday staff meetings and coordinate afternoon/evening duties for sailing staff.
  - b. Assist at Master Scheduling and develop the weekly sailing team schedule.
  - c. Provide ongoing support of sailing team staff through regular oral and written feedback.
  - d. Determine what additional training sailing team staff need and develop relevant in-service training.
  - e. Manage the daily assignments, rotations, breaks, etc. and assign other duties as needed to support the overall mission of Camp Albemarle.
3. Manage any waterfront emergencies.
  - a. Provide leadership during any waterfront emergency.
  - b. Provide feedback and encouragement following any waterfront emergency.
  - c. Complete appropriate follow-up documentation for any waterfront emergency or rescue.
  - d. Watch for critical incident stress in the sailing team following any rescue and provide appropriate follow up support as needed.
4. Assist with program needs.
  - a. Work closely with the Logistics Coordinator and Director of Summer Camp Ministries to schedule/reschedule activities and to assign sailing team staff to provide extra staff in other areas as needs arise.
  - b. Work closely with the Day Camp Coordinator to facilitate waterfront activities.
5. Lifeguard daily.
  - a. Lifeguard at the waterfront for sailing times, kayaking, and Stand-Up Paddle Boarding.
  - b. Perform weekly skills, conditioning tests, and attend appropriate in-service training.
  - c. Participate in all camp activities (opening/closing Vespers, skit night, etc.).
  - d. Keep the waterfront area free of hazards and maintain equipment in good condition.
6. Serve on Summer Leadership Team
  - a. Join in weekly planning meetings and give feedback into staff roles and camp needs.
7. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group and camper control at the waterfront activities.
  - b. Refer to the staff manual to ensure all safety regulations and emergency procedures are being followed.



8. 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 the camp's policies.
9. Responsible for the health and well-being of self and campers attending the waterfront activities.
  - a. The Waterfront 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 waterfront.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
10. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or Admin Staff.
  - a. Be flexible-staff roles change on a daily and weekly basis.

### **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 program areas and 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 related to the activity.
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.