



Camp Albemarle Aquatics Coordinator Job Description

Direct Supervisor: Program Coordinator

Other Supervisors: Leadership Team members and the Director of Summer Camp Ministries

Purpose of Position:

Are you ready to make a splash this summer? As the Aquatics Coordinator at Camp Albemarle, you'll be at the heart of our aquatic excitement! You'll be responsible for overseeing the safety of our campers and staff at the pool, leading a top-notch lifeguarding team, and steering our kayaking program. With every stroke of the paddle and lap in the pool, you'll be fostering unforgettable experiences and helping campers connect with God's creation.

As a Program Team Leader, you'll bring energy and enthusiasm, making every water activity a highlight of the day. When poolside duties are done, you'll dive into supporting other camp areas—whether that's leading fun games, helping Counselors, or joining in on camp-wide adventures.

If you're passionate about creating safe, thrilling aquatic experiences and want to be a key player in a ministry-focused, fun-filled environment, this is the role for you! Jump in and make waves at Camp Albemarle!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be 19 years of age or older
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. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
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.
10. Must be able to pass a background check.

Responsibilities:

1. Attend, participate, and facilitate trainings and weekly staff meetings including monthly in-services.
2. Ensure the general safety of campers and staff at the pool and off-site locations.
3. Manage Lifeguard Team including detailed scheduling for each team member.
4. Assist in daily chores.
5. Lifeguard daily.
6. Manage budget, maintain and stock all Aquatic program equipment and supplies.
7. Abide by all camp policies and covenant agreement.
8. Plans, leads, and implements camp programs for children.
9. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
10. Facilitates activities for daily activities.
11. Organizes and leads various small and large group activities.
12. Ensures the cleanliness of the pool and other assigned sites.
13. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
14. Knows and understands all emergency procedures associated with the camp program.
15. Knows, enforces, and follows all camp safety regulations and emergency procedures
16. Maintains constant surveillance of the pool/body of water areas. (when applicable)
17. Perform all other duties and roles assigned by the Program Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend, participate, and facilitate trainings and weekly staff meetings including monthly in-services.**
 - Lead training sessions on water safety and emergency procedures for the Aquatics team.
 - Actively participate in meetings to provide updates on aquatic programs and suggest improvements.
2. **Ensure the general safety of campers and staff at the pool and off-site locations.**
 - Conduct daily safety checks of aquatic areas, ensuring equipment is functioning and the environment is secure.
 - Monitor participants during water activities, enforcing rules to prevent accidents and injuries.
3. **Manage Lifeguard Team including detailed scheduling for each team member.**
 - Create a rotating schedule to ensure adequate coverage during all pool hours and special activities.



- Coordinate team assignments, ensuring lifeguards are positioned based on skill and program needs.
- 4. **Assist in daily chores.**
 - Help maintain the cleanliness of shared camp spaces, including pavilion and camp wide trash gathering and disposed.
 - Support other teams by setting up and breaking down equipment for various camp activities.
- 5. **Lifeguard daily.**
 - Provide active, vigilant supervision of swimmers to prevent and respond to emergencies.
 - Rotate with other lifeguards to maintain constant alertness and avoid fatigue.
- 6. **Manage budget, maintain and stock all Aquatic program equipment and supplies.**
 - Keep an inventory of supplies like life jackets, rescue tubes, and first aid kits, and reorder when necessary.
 - Track budget expenses to ensure funds are used efficiently and equipment is well-maintained.
- 7. **Abide by all camp policies and covenant agreement.**
 - Model appropriate behavior in line with camp values, setting an example for staff and campers.
 - Ensure lifeguard staff follows guidelines related to safety, camper interactions, and Christian values.
- 8. **Plans, leads, and implements camp programs for children.**
 - Design engaging aquatic programs that teach skills like swimming and kayaking while incorporating fun.
 - Include faith-based elements, such as devotionals or scripture-based lessons, in activities.
- 9. **Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.**
 - Encourage campers to develop water skills and confidence through individualized guidance and encouragement.
 - Monitor camper behavior, intervening when necessary to ensure a positive and safe environment.
- 10. **Facilitates activities for daily activities.**
 - Lead instructional sessions for swimming, kayaking, or water safety.
 - Guide team-building exercises that foster camaraderie and life skills.
- 11. **Organizes and leads various small and large group activities.**
 - Plan fun water-based games that accommodate various group sizes and skill levels.
 - Adjust activities based on weather conditions, group dynamics, and safety considerations.
- 12. **Ensures the cleanliness of the pool and other assigned sites.**
 - Test water quality daily and inform Maintenance staff if needed to adjust chemical levels to meet health and safety standards.
 - Regularly clean pool decks, equipment, and surrounding areas to maintain a hygienic environment.



- 13. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.**
 - Document any injuries, rescues, or notable incidents during aquatic activities.
 - Keep track of camper attendance for all aquatic programs and report any absences.
- 14. Knows and understands all emergency procedures associated with the camp program.**
 - Be familiar with evacuation routes and procedures for water-related incidents.
 - Train lifeguards and staff in emergency response protocols and conduct drills.
- 15. Knows, enforces, and follows all camp safety regulations and emergency procedures.**
 - Conduct regular safety briefings with campers before aquatic activities.
 - Ensure all staff and campers adhere to life jacket policies and swimming area boundaries.
- 16. Maintains constant surveillance of the pool/body of water areas. (when applicable)**
 - Regularly scan all zones of the pool area to ensure no blind spots in coverage.
 - Use rotation strategies to keep lifeguards fresh and alert during long shifts.
- 17. Perform all other duties and roles assigned by the Program Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.**
 - Assist with camp-wide events and special activities, stepping in wherever needed.
 - Support other program areas during off-peak aquatic times, fostering a team-oriented atmosphere.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure



Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

Relationships:

The Aquatics 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 Aquatics 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.