



Camp Albemarle Waterfront Coordinator Job Description

Direct Supervisor: Program Coordinator

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

Purpose of Position:

Are you ready to spend your summer on the water, leading a team and creating unforgettable experiences? As our Waterfront Coordinator, you'll be the leading part of the Sailing Team, making a splash at Camp Albemarle! Your mission? Ensure the safety and fun of our campers and staff while working on the beautiful waterfront.

You'll oversee our sailing team, lead thrilling sailing programs, and help campers discover the joys of life on the water. Whether it's navigating the waves, teaching new skills, or creating moments of wonder, you'll make a lasting impact. If you're passionate about adventure and ready to lead, we can't wait to have you on board!

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. Must have a boating license.
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 challenge locations.
3. Manage Sailing Team including detailed scheduling for each team member.
4. Assist and lead in daily chores of sailing team.
5. Manage budget, maintain and stock all Sailing program equipment and supplies.
6. Abide by all camp policies and covenant agreement.
7. Plans, leads, and implements camp programs for children.
8. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
9. Facilitates activities for daily activities.
10. Organizes and leads various small and large group activities.
11. Ensures the cleanliness of waterfront and other assigned sites.
12. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
13. Knows and understands all emergency procedures associated with the camp program.
14. Knows, enforces, and follows all camp safety regulations and emergency procedures
15. Maintains constant surveillance of the pool/body of water areas. (when applicable)
16. 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.**
 - Actively engage in all training sessions to stay updated on safety protocols and camp policies.
 - Facilitate training segments for the sailing team, sharing best practices and safety tips.
2. **Ensure the general safety of campers and staff at the waterfront locations.**
 - Conduct regular safety checks and inspections at all waterfront locations.
 - Provide guidance and support to staff during high-risk activities, ensuring all safety measures are in place.
3. **Manage Sailing Team including detailed scheduling for each team member.**
 - Create and maintain a rotating schedule for sailing team members, ensuring coverage during all waterfront activities.
 - Monitor team workloads and make adjustments as needed to prevent burnout and ensure consistent program quality.
4. **Assist and lead in daily chores of the sailing team.**
 - Support the team in setting up, cleaning, and storing equipment each day.
 - Encourage a positive team environment by working alongside staff to complete tasks efficiently.
5. **Manage budget, maintain and stock all Sailing program equipment and supplies.**
 - Track expenditures and ensure that the sailing program stays within its allocated budget.
 - Regularly inspect and replenish gear, life jackets, boats, and other equipment to ensure safety and readiness.



6. **Abide by all camp policies and covenant agreement.**
 - Follow and enforce Camp Albemarle's code of conduct and all operational guidelines.
 - Promote a culture of respect, integrity, and professionalism among staff and campers.
7. **Plan, lead, and implement camp programs for children.**
 - Design engaging waterfront activities that align with the camp's mission and values.
 - Adjust program plans based on camper interests, weather conditions, and safety considerations.
8. **Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being.**
 - Provide hands-on instruction to help campers learn sailing skills and water safety techniques.
 - Monitor campers' behavior and intervene when necessary to prevent accidents or resolve conflicts.
9. **Facilitate activities for daily activities.**
 - Lead campers in waterfront games, skill-building exercises, and free play activities.
 - Create a fun, safe, and inclusive environment where campers feel comfortable exploring new challenges.
10. **Organize and lead various small and large group activities.**
 - Design activities that foster teamwork, communication, and problem-solving skills among campers.
 - Adjust activity plans as needed to accommodate group sizes, weather, and camper needs.
11. **Ensure the cleanliness of the waterfront and other assigned sites.**
 - Conduct daily clean-up and maintenance checks to keep waterfront areas free of hazards.
 - Keep the dining hall clean and orderly by wiping tables, sweeping floors, mopping, and managing waste disposal.
 - Assist with Lodge kitchen cleanup, including washing dishes, sanitizing surfaces, and organizing supplies.
 - Ensure all areas meet camp health and safety standards, providing a clean and welcoming environment for campers and staff.
12. **Assist in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.**
 - Complete and submit detailed reports for any incidents that occur during waterfront activities.
 - Keep daily attendance records updated and report any discrepancies to the Program Coordinator.
13. **Know and understand all emergency procedures associated with the camp program.**
 - Stay current on the camp's emergency action plans and participate in emergency drills.
 - Lead the response to emergencies when necessary, following all established protocols.



14. **Know, enforce, and follow all camp safety regulations and emergency procedures.**
 - Regularly communicate safety rules and regulations to campers and staff.
 - Evaluate and update safety practices as needed to keep up with best practices.
15. **Maintain constant surveillance of the pool/body of water areas (when applicable).**
 - Monitor camper activity in the water, always prioritizing safety.
 - Act as a lifeguard or delegate responsibilities to team members based on qualifications.
16. **Perform all other duties and roles assigned by the Program Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.**
 - Be flexible and willing to help with additional tasks that support the overall camp experience.
 - Take on leadership roles in other areas of camp operations as needed, contributing to the camp's success.

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 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.