

Position Description

POSITION: Waterfront Director
CAMP LOCATION: Cloud Rim
CLASSIFICATION: Seasonal Staff Member
RESPONSIBLE TO: Assistant Director of Programs

JOB ACCOUNTABILITIES:

- Plan, develop, and manage a quality waterfront program for all campers.
 - Teach staff their waterfront responsibilities during staff training.
 - Write program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
 - Evaluate swimming ability of staff and campers; keep records on staff and campers.
 - Teach and enforce all safety rules.
 - Teach and facilitate swimming, boating (canoeing, kayaking, sailing, paddle boating, wind surfing), and water safety skills.
 - Teach and monitor the proper use of equipment; submit requests for equipment and supplies when needed.
 - Set up the waterfront area during staff training and break it down at the end of the season.
 - Complete weekly and end-of-season reports.
- Supervise and evaluate the Waterfront Counselors.
 - Create schedule for Waterfront Counselors.
 - Train Waterfront Counselors in their responsibilities; provide additional support as needed.
 - Plan and facilitate weekly trainings for waterfront staff.
 - Train staff to be “watchers” and ensure they follow all safety guidelines.
- Manage health and safety conditions at the waterfront.
 - Ensure the first aid kit is properly stocked with supplies.
 - Report and document accidents and incidents promptly.
 - Ensure safety and cleanliness of the waterfront, boathouse and all boats, and other equipment.
 - Ensure waterfront meets all health and safety standards.
 - Complete daily waterfront log.
- When not managing the waterfront program, participate in general camp program and operations.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - Assist with weekly camper check in/out.
 - Assist with camp-wide programs including workshops, all camps, campfires, camper’s choice activities, and flag ceremonies.
 - Attend and participate in staff training and the closing of camp.
 - Eat meals with the campers and supervise clean up after meals.
 - Monitor and assist campers with their basic health and hygiene including: drinking water, eating, putting on sunscreen and lip balm, wearing appropriate clothing for the weather, brushing their own hair and teeth, showering, toileting, and changing clothing. Address issues with campers or Health Supervisor as needed.



- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Several years of relevant experience.
- Hold current Red Cross Waterfront Lifeguarding & First Aid, CPR for the Professional Rescuer, and Small Craft Safety certifications or the equivalent.
- Current Red Cross Lifeguard Manager certification preferred.
- Hold current Utah Food Handler's Permit.
- Have the knowledge and ability to teach skills in swimming, water safety, canoeing, kayaking, sailing, paddle boating, and wind surfing.
- Possess good organizational, leadership, and teaching skills:
 - Ability to schedule and manage time, resources, and people.
 - Strong decision making skills while exercising good judgment.
 - Six weeks experience in a management or supervisory role is required (six months is preferred).
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live in a high elevation (up to 9200') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.
 - Ability to swim 550 yards and carry out water rescues and the other duties of a lifeguard.