

## Waterfront Coordinator Position Description



### CAMP OCCOHANNOCK ON THE BAY

*A Ministry of the Eastern Shore District of the United Methodist Churches*

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**Job Title:** Waterfront Coordinator

**Reports To:** Camp Director, Program Coordinator, and Program Assistant

**Position Purpose:**

To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

**Essential Job Functions:**

1. Plan, direct, and supervise a safe and fun waterfront program
  - Evaluate aquatics abilities of campers and staff.
  - Deliver creative swim and watercraft program activities.
2. Train and supervise waterfront staff
  - Assist in the planning and implementation of staff training.
  - Train waterfront and counseling staff in their waterfront responsibilities.
  - Supervise counseling staff to provide a safe and high-quality program.
  - Implement the scheduling of waterfront staff.
  - Directly supervise other aquatic staff if any.
3. Manage the physical facilities and equipment in the waterfront program area
  - Set up waterfront area prior to and during staff training.
  - Teach and monitor proper use of equipment.
  - Conduct initial and end-of-season inventory, and store equipment for safety.
  - Check equipment, and make (or file for) repairs.
  - Conduct a daily check of equipment for safety, cleanliness, and good repair.
  - Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - Survey waterfront area daily, and keep the area free of hazards and debris.

#### MINIMUM QUALIFICATIONS:

Must be at least 18 years  
of age.

Current Lifeguarding, First  
Aid and CPR Certification

Desire and ability to work  
with children outdoors.

Some experience in  
supervising others  
especially peers.

Desire to serve God and  
share God in a Christian  
environment.

Good character, integrity  
and adaptability  
Enthusiasm, sense of  
humor, patience and self-  
control.

Desire to step out in a  
leadership position.  
Ability to think quickly  
and act fast.

Must have an open mind  
and a flexible work ethic.

## Waterfront Coordinator Position Description

### PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Hiking

Climbing

Stretching

Running

Swimming

Canoeing

Eye-hand Coordination

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 lbs;

Willing to Live in a Camp Setting and Work Irregular Hours with Limited or Simple Equipment and Facilities;

With Daily Exposure to the Sun, Heat, and Animals Such as Bugs, Snakes, Bats, etc.

4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions

- Work with Program Director to develop a program curriculum, awards programs, and leadership programs.

- Assist in the planning of any special events on or near the waterfront.

- Participate in management and staff meetings.

#### **Equipment Used:**

Identify the specific equipment, facilities and watercraft utilized at the camp which will be the responsibility of this position. Note the size of the craft, type of waterfront, and hazards.

#### **Physical Aspects of the Job:**

- ◆Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.

- ◆Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◆Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

- ◆Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

- ◆Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

#### **Staff Provisions:**

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

#### **Waterfront Coordinator Salary:**

\$1500 - \$1800 (depending on certifications and experience)

#### **Dates of Employment:**

June 14<sup>th</sup> @ 6 pm- June 23<sup>rd</sup> @ 4 pm 2017 (Staff Training)

June 25<sup>th</sup> @ 3 pm –August 12<sup>th</sup> @ 3 pm 2017 (Summer Weeks)

Thank You,  
Camp Director  
Michael Henry