

Seasonal Waterfront Manager

Position Description

Position summary

The Waterfront Manager has the primary responsibilities of planning and implementing activities at the camp's waterfront that ensure that staff and campers have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. The Waterfront Manager will provide management to the physical operation of the waterfront's facilities and equipment, as well as to the staff, campers and volunteers who work, participate and serve at the waterfront.

Responsibilities including but not limited to:

1. Plan, direct, and supervise a safe and fun waterfront program
 - a. Monitors and corrects any/all violations or deficiencies in safety policy and compliance through immediate intervention and ongoing education and training of staff and campers.
 - b. Documents and reports all concerns to Camp Director immediately
 - c. Write (with the help of waterfront specialists) lesson plans that meet camp goals.
 - d. Evaluate aquatics abilities of campers and staff.
 - e. Deliver creative swim and watercraft program activities.
2. Train and supervise waterfront staff
 - a. Assist in the planning and implementation of staff training.
 - b. Train waterfront and counseling staff in their waterfront responsibilities.
 - c. Supervise waterfront staff to provide a safe and high-quality program.
 - d. Supervise the waterfront staff evaluation process.
 - e. Implement the scheduling of waterfront staff.
 - f. Directly supervise other staff that assist with waterfront activities.
3. Manage the physical facilities and equipment in the waterfront program area
 - a. Set up waterfront area prior to and during staff training.
 - b. Teach and monitor proper use of equipment.
 - c. Conduct initial and end-of-season inventory, and store equipment for safety.
 - d. Check equipment, and make (or file for) repairs.
 - e. Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - f. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - g. Survey waterfront area daily, and keep the area free of hazards and debris.

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:
 - a. Work with Program Manager and Camp Counselor: Lifeguard Specialist(s) to develop a program curriculum, awards programs, and leadership programs.
 - b. Assist in the planning of any special events on or near the waterfront.
 - c. Participate in management and staff meetings.
5. Actively participate in all camp functions:
 - a. Eat with campers and supervise table clean-up after meals. Coordinate with all staff to supervise after-meal activities.
 - b. Sleep in camper unit as assigned. Assist with intra-unit routines, activities and problem-solving.
 - c. Contribute to the camp community by helping where needed, keeping the needs of the girls first, and maintaining a publicly positive attitude.
 - d. Supervise leadership program participants assigned to the waterfront.
 - e. Perform other duties as assigned by the Camp Director.

Essential Functions

Applicants for the Waterfront Manager position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Obtain/retain Waterfront Lifeguard Certification or Water Safety Instructor and accompanying First Aid/CPR with AED Training qualifications from the American Red Cross, or another nationally recognized water safety organization. (available during pre-season training)
- Obtain/retain Small Craft Safety from the American Red Cross for waterfront boats including canoes and kayaks. (Available during pre-season training).
- Possess/retain a valid driver's license and vehicle insurance and ability to maintain legal compliance in the safe transport of girls and staff in multi-passenger van.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques, including but not limited to Safety Activity Checkpoints and ACA Standards.
- Recognize emergencies and manage staff and campers in the event one should arise.
- Supervise campers and provide for their well-being at all times.
- Ability to safely use, demonstrate, teach and correct deficiencies in safe utilization of all water and water safety equipment including but not limited to canoes and kayaks.
- Ability to swim, climb, crouch and walk on uneven terrain and demonstrate safe and proper use of medical/first aid supplies and equipment.
- Ability to work indoors and outdoors in all types of weather
- Ability to lift and carry up to 50 pounds
- Vision corrected to 20/20
- Adapt to the changing demands of the position.



- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.

Reporting relationship

The Waterfront Manager is supervised by the Camp Director.

Qualifications

The ideal candidate for the position of Waterfront Manager should, at minimum, possess:

- Bona Fide Occupational Qualification of at least 21 years of age
- Desire and ability to work extended hours and in close proximity with children and other diverse individuals.
- 3 years of documented lifeguarding experience.
- Ability and desire to supervise others.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Honesty, integrity and trust while performing all job duties.