girl scouts heart of new jersey

Job Description

JOB TITLE: Waterfront Director/Assistant	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Sleepaway Camp - $500 - $700 per week housing provided
REPORTS TO: Assistant Camp Director, Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The role of the Waterfront Director/Assistant is to oversee all aspects of the water program including the swim program, swim lessons, and all water activities, including boating and any related trips off site. Maintain all relevant logs and records and notify the Assistant Camp Director or Camp Director of any conditions that would make aquatic activities unsafe. They are responsible for training and overseeing all lifeguards.

MAJOR ACCOUNTABILITIES:

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Be present and on-duty for all days that the pool or waterfront is open while summer camp is in session.
- Instruct life guards in day to day procedures and test skills at pre-camp trainings.
- Direct all water activities.
- Initiate a water safety program.
- Test and classify swimming ability of campers and camp staff as necessary.
- Develop and operate a well-planned program of instruction in swimming and water safety.
- Plan and provide water program in addition to swim instruction.
- Supervise staff to carry out instruction and lifeguard duties during swim periods and other activities.
- Review all camper health concerns to best assist the needs of all campers while in or on the water.
- Responsible for the routine daily maintenance and testing of the water as directed.
- Schedule staff to complete daily maintenance duties as warranted.
- Maintain the facilities, equipment, and general swim area, which should be in neat and clean order at all times. Keep equipment and facility under lock and key when not in use.
- Monitor changing areas and keep track of cleanliness.
- Review and evaluate off-site water trips.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Complete and file reports including camper ability levels, accidents, and water testing records.
- Oversee all life guards and evaluate their ability to work with campers and lifeguarding skills on a weekly basis.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA standards. Relay any concerns to administrative staff.
- Provide end of camp evaluation of summer camp aquatic program and recommendations for improvements.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Must be at least 18 years of age.
- Current certification as a Lifeguard from American Red Cross or equivalent standards or willing to attend required training.
- Current certification in First Aid, professional rescuer CPR, and AED child and adult required or willing to attend required training.
- Experience working with and supervising young children, pre-teens and teenagers.
- Have an understanding of the capabilities, needs, and interests of children.
- Reliable, responsible, good judgment, patience, and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting and outdoor water space (e.g. pool, waterfront, water activities off-site, etc.).
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.