

## Offsite Lifeguard - Job Description

The Offsite Lifeguard is in charge of the general safety of campers and staff on offsite water related trips such as waterfall hopping and at the waterfront when not offsite. The Offsite Lifeguard is to work as a team with the Head Lifeguard and with the Adventure Resources. The Offsite Lifeguard is considered a support staff role. When all responsibilities and duties related to the waterfront are complete the Offsite Lifeguard is to assist in other areas of camp in order to support the Family Group Leaders and campers. The Offsite Lifeguard reports to the Waterfront Director, Adventure Director, Assistant Director, and Executive Director.

### **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Ensure the general safety of campers and staff at the waterfront.
3. Manage waterfront emergencies.
4. Assist with program needs.
5. Lifeguard daily.
6. Lifeguard at offsite programs
7. Manage camper behavior.
8. Practice and enforce all camp safety regulations and emergency procedures.
9. Participate in "all-camp" activities.
10. Abide by all camp policies and covenant agreement.
11. Responsible for the health and well being of self and campers attending the waterfront activities.
12. Perform routine waterfront equipment, and supply check-ups, maintenance and logs.
13. Perform all other duties and roles assigned by administrative staff.

### **Specific Duties:**

1. Attend and provide trainings and weekly staff meetings.
  - The Offsite Lifeguard must attend the lifeguard training course held here at Tekoa prior to and/or during the senior staff training.
  - The Offsite Lifeguard must attend the two-week staff training prior to serving for the summer. Make up training is available for some circumstances if the two-week training is missed.
  - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The Offsite Lifeguard must be present and on time.
  - In-service trainings take place during the summer. The Offsite Lifeguard is required to attend all in-service trainings that pertain to the waterfront and lifeguarding.
2. Ensure the general safety of campers and staff at the waterfront.
  - Identify hazards and risks of the waterfront to staff and campers as they attend programs held at the waterfront.
  - Implement the waterfront Emergency Action Plan and other Tekoa policies specific to the waterfront.
  - Inspect and clean all waterfront program areas prior to opening the waterfront each day, including removing debris, raking the beach, and removing fishhooks from docks.
  - Check and restock first aid supplies for waterfront first aid kits.
3. Manage and/or react to waterfront emergencies.
  - Provide leadership during waterfront emergency.
  - React appropriately to waterfront emergencies.
4. Assist with program needs.
  - The Waterfront Director will work closely with Summer Planning Team and Assistant Director to schedule/reschedule activities and to assign lifeguards to provide extra staff in other areas as needs arise. The Offsite Lifeguard is to be flexible to the Waterfront Directors needs, and take their direction.
  - Facilitate interest groups at the waterfront.
5. Lifeguard daily.
  - Lifeguard at the waterfront for swim times, rope swing, and boating.
  - Perform weekly skills, conditioning tests, and attend appropriate in-service training.
  - Along with other lifeguard staff, clean Dining Hall bathrooms three times daily.
  - Support other lifeguards.
6. Lifeguard at offsite programs.

- Be the support staff on point for assigned offsite trips when no Adventure Resource is going: waterfall hopping in Pisgah Forest, for example.
  - Be additional support (as needed) on adventure camp off site water trips: river canoeing, flat water canoeing, river kayaking, tubing, flat water paddle boarding, river paddle boarding, camping trips, etc.
  - Work well with Waterfront Director and Adventure Director on shared roles and responsibilities.
  - Be responsible for care of equipment used off site (tubes, canoes, kayaks, paddles, paddle boards, air pumps, accessories, first aid kits, lifeguarding tube, whistles, etc.). Make repairs and communicate repair needs to Adventure Director and Waterfront Director.
  - Be responsible for head counts when no other support staff is going on the offsite trip.
  - Be responsible for managing the overall success of the offsite trip when no other support staff is going.
  - Coordinate with driver(s) on timing (arrivals & departures) and directions.
  - Coordinate with Cookouts Specialist (and Adventure Director or Waterfront Director) on ensuring meals and water coolers are put on vehicles.
  - Communicate with Adventure Director and Waterfront Director if the trip is running late and will have a late return to camp.
  - Be an equal member in both lifeguarding team and the Tekoa adventure camps team. Be an active contributor to both team functions and team morale.
  - Along with the Head Lifeguard, be an example, mentor, and role model for the other lifeguards. Hold yourself to a high standard of best practices.
  - Support the Adventure Resources.
  - Make observations and recommendations to the Adventure Director and Waterfront Director on offsite trip details, concerns, and improvements.
7. Manage camper behavior.
- Manage behavior that needs to be managed and relax when it does not need to be managed.
  - Camp Tekoa does not tolerate bullying. Be proactive in keeping positive group interaction.
8. Practice and enforce all camp safety regulations and emergency procedures.
- Maintain group and camper control at the waterfront, boat and ropeswing activities.
  - Remember, Family Group Leaders are there to assist you.
  - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
9. Participate in “all-camp” activities and large group activities.
- “All-camp” and large group activities include, Sunday group games, Sunday and Friday camp fires, Thursday talent shows, elementary song and s’more night, Friday slide show and picnic, 4<sup>th</sup> of July celebration, etc...
10. Abide by all camp policies and covenant agreement.
- Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa’s policies.
11. Responsible for the health and well-being of self and campers attending the waterfront activities.
- The Offsite Lifeguard is responsible for meeting his/her own personal health and hygiene needs, including, taking prescribed medications.
  - Within your level of training, care for camper or staff injuries that may take place at the waterfront, boats or ropeswing.
12. Perform routine waterfront equipment, and supply check-ups, maintenance and logs.
- All waterfront equipment and supply check-ups, maintenance and logs are to be performed each day and week as assigned by the Waterfront Director.
  - Report any maintenance, equipment or supply issues to the Waterfront Director.
  - The Offsite Lifeguard is responsible for cleaning the paddle boats and canoes on Saturday mornings.
13. Perform all other duties and roles assigned by administrative staff.
- When assigned to alternative roles refer to their specific job description (Day camp, FGL, etc...).