

Waterfront Director Job Description

The Waterfront Director is part of the support staff team—working under the direction of the Director and Assistant Director, to ensure the general safety of campers and staff at the waterfront, to supervise the lifeguard team, and to oversee Tekoa’s aquatics programs.

Qualifications:

1. Have a current Waterfront Lifeguarding certification with corresponding certifications in CPR/AED for the Professional Rescuer and First Aid.
2. Have a current Waterfront Lifeguarding Instructor certification.
3. Have experience lifeguarding in non-pool locations—particularly lakes and rivers.
4. Have leadership/managerial experience.
5. Be at least 21 years old.
6. Be a Christian and an active/participating church member and/or Christian fellowship group.
7. Understand and agree to teach and model traditional Christian values and the polices/practices of Camp Tekoa.

Responsibilities:

1. Ensure the general safety of campers and staff at the waterfront.
2. Supervise the lifeguard team.
3. Manage any waterfront emergencies.
4. Assist with program needs.
5. Lifeguard daily.
6. Serve on the Summer Planning Team (SPT)
7. Perform all other duties and roles assigned by the Director or Assistant Director.

Specific Duties:

1. Ensure the general safety of campers and staff at the waterfront.
 - Train new lifeguards at the beginning of each summer, to orientate new guard staff to the waterfront activities (both on site and off) with their accompanying hazards/risks, and to ensure that all lifeguard staff can implement the Emergency Action Plan and other Tekoa policies specific to the waterfront.
 - Oversee the Core Rotation at the waterfront for staff training.
 - Inspect facilities and equipment daily, report any problems to the Director and/or Maintenance Director, restock First Aid kits as needed, etc.
2. Supervise the lifeguard team.
 - Attend Sunday staff meetings and coordinate afternoon/evening duties for lifeguard staff.
 - Assist at Master Scheduling and develop the weekly lifeguard schedule.
 - Provide ongoing support of lifeguard staff through regular oral and written feedback.
 - Determine what additional training lifeguard staff need and develop relevant in-service training.
 - Manage the daily assignments, rotations, breaks, etc. and assign other duties as needed to support the overall mission of Camp Tekoa.
3. Manage any waterfront emergencies.
 - Provide leadership during any waterfront emergency.
 - Give feedback and encouragement after every waterfront emergency.
 - Complete appropriate follow-up documentation for any waterfront emergency or rescue.
 - Watch for critical incident stress in guards following any rescue and provide appropriate follow up support as needed.
4. Assist with program needs.
 - Work closely with the Logistics Coordinator and Assistant Director to schedule/reschedule activities and to assign guards to provide extra staff in other areas as needs arise.
 - Work with Recreation Coordinator and Assistant Director in developing and staffing appropriate interest groups at the waterfront.
 - Work closely with Day Camp Director to facilitate daily swim and water games.
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.

- Participate in all camp activities (opening/closing campfires, talent shows, Fourth of July celebrations, etc).
 - Clean Dining Hall bathrooms three times daily.
 - Keep waterfront free of hazards, beach raked, and equipment maintained.
6. Serve on Summer Planning Team (SPT)
 - Join in weekly planning meetings and give feedback into staff roles and camp needs
 7. Perform all other duties and roles assigned by the Director or Assistant Director.
 - Things come up. Be flexible!