



## Job Description

## SACANDAGA

### Administration

Job Title: Aquatics Coordinator

Classification: Exempt (Seasonal)

Reports to: Assistant Director

**General Description:** This person is responsible for the supervision and safe operation of the entire waterfront program. This person is a part of the camp Leadership Team. He/she will also be required to participate in other camp related duties.

### Qualifications:

1. Must be at least 21 years of age and completed two years of college.
2. Minimum of 1 season experience as a camp aquatics director in a NYS camp; or
  - a. 2 seasons experience consisting of 12 weeks as a children's camp lifeguard at a pool or beach which had more than one lifeguard supervising at the time; or
  - b. 18 weeks previous experience as a lifeguard at a pool or beach, which had more than one lifeguard supervising at the time
3. Current, valid Certifications:
  - a. ARC WSI or equivalent Progressive Swim Instructor Certification,
  - b. Lifeguarding (with Waterfront Module preferred)
  - c. Lifeguard supervisor
  - d. First Aid & Professional Rescuer CPR or equivalent certification is required.
4. Certified Pool Operator Certificate recommended
5. Previous experience supervising waterfront staff and activities.
6. Competency and experience teaching instructional swimming & boating.
7. Desire and ability to live & work with children outdoors for extended periods of time.
8. Ability to relate to and supervise one's peer group.
9. Ability to accept supervision and guidance.
10. Good character, integrity, and adaptability.
11. Enthusiasm, sense of humor, patience, and self-control.

### Responsibilities:

1. Supervise All Aspects of the Waterfront
  - a. Swimming & Canoeing Program
    - i. Teach beginning and advanced classes, with assistance
    - ii. Make programs interesting and educational
  - b. Waterfront Recreation
    - i. Supervise and carry out swimming and boating tests each camping session. Contact the Director prior to beginning these tests if an additional non-waterfront staff member is needed.
    - ii. Run Recreational Swimming each afternoon with assistance.
    - iii. Work with the Assistant Director in the coordination of Waterfront Activities during Friday Afternoon Special events, All Camp Beach Days, and other special events.
  - c. Waterfront Staff

- i. Assign lifeguards to observation areas and rotate as appropriate.
    - ii. Supervise the lifeguards while they are on duty
    - iii. Work with all lifeguards during In-Service Training, ensuring peak work performance.
    - iv. Report any unusual behavior, or policy violations to the Program Director.
    - v. Provide waterfront staff with a mid and end of summer evaluation.
  - d. Waterfront Regulations
    - i. Explain & enforce buddy board and waterfront rules with campers, and other staff.
    - ii. Know at all times how many people are in the swimming area.
    - iii. Call buddy check – one every 15 minutes –make sure lifeguards rotate stations
    - iv. Conduct In Service Training each week, including a lost swimmer drill with all lifeguards.
    - v. Keep the both copies of the Waterfront Binder accurate & up to date. Keep one copy of the book at the waterfront at all times and one copy in the camp office at all times.
    - vi. Maintain a 1:25 ratio of lifeguards to swimmers
    - vii. Maintain a 1:10 ratio of staff to children
    - viii. Maintain a fair and firm discipline on the waterfront at all times
  - e. Waterfront Maintenance
    - i. Always keep waterfront areas neat, clean and safe at all times.
    - ii. Supervise the set up and take down of safety equipment daily.
    - iii. Monitor chlorine levels 3 times a day. If needed- have CPO adjust chemical levels.
    - iv. On a daily basis, check waterfront equipment for proper use and location.
    - v. Report any maintenance problems to immediate supervisor.
- 2. **General Coordinator Responsibilities**
  - a. Each session the coordinator will be assigned one full day to be “ON DUTY” . Responsibilities for “On Duty” are as follows...
    - i. Coordinate with the kitchen to make sure meals start on time. Run KP & the meals.
    - ii. Make sure to make announcements at appropriate times during the day
    - iii. Make sure evening activities are set up, run and cleaned up
    - iv. Oversee camper snack time and vespers
    - v. Patrol the camp, stopping regularly at all cabins and program areas
    - vi. Close the camp gate
    - vii. Keep the patrol log up to date and turn in a the end of the evening
    - viii. The day after you on “On Duty” you need not report until Class Period One.
  - b. Free Time
    - i. Unless otherwise instructed, be present and provide leadership over Recreational Periods
    - ii. Offer activities during Choice Recreation that reflect educational objective of your area
    - iii. Offer support during Water Recreation, running the buddy board, boating or other activities
    - iv. Present an enthusiastic attitude at all times, participating with campers and other staff members
  - c. Evening Activity Responsibilities
    - i. Prepare a skit with your area for the opening campfire. Presence at this Campfire is a job requirement. You will be required to assign staff in the building, lighting, running and clean up of this campfire each week.
    - ii. Oversee the evening activity that takes place on your designated evening “On Duty”. Make sure all preparations are made & clean up is thorough. Fill out all reports as needed.
    - iii. Prepare and assist in the all camp campfires. You will be required to assign staff to the building, lighting, running and clean up of this campfire each week.
    - iv. As needed you will be required to attend and assist with other evening activities.
  - d. Leadership Team Responsibilities
    - i. As a general member of the summer camp leadership team, it is expected that you will be a positive role model to other staff at all times and in all situations.
    - ii. Responsible to abide by and support decisions made by the PD in action, speech and attitude.
    - iii. Responsible to abide by and support all camp policies in action, speech and attitude. Failing to do so are grounds for dismissal.
    - iv. Expected that you will put the best interests of the campers and counselors first at all times.

- v. Responsible for the prudent care of assigned radio, follow proper radio etiquette at all times.
- e. Group Responsibilities Each Coordinator will be assigned to lead a group of campers
- f. Responsible for the welfare of each camper in the group during these times
- g. Fairly assign responsibilities to campers
- h. Participate with the group during both camp clean-up responsibilities and in games

## 2. Other Camp Responsibilities

- a. Assist with Registration as assigned. Be courteous and helpful with parents and campers at all times.
- b. Assist with camper departure as assigned. Be courteous and helpful with parents and campers at all times.
- c. Assist in the closedown of camp at the end of each session. Run meetings & in-service training's as assigned.

## 3. General

- a. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.
- b. Responsible for the safety and welfare of campers: resolve camper issues and conflicts appropriately and in a timely manner, ensure campers are adequately supervised at all times.
- c. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
- d. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- e. Be flexible and willing to change routine. Some work assignments may be reassigned and other duties may be assigned as necessary.
- f. Be willing to cooperate with 4Campfire Council members and volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- g. Turn in all assigned paperwork, thoroughly complete and on time.
- h. Manage personal time off in accordance with camp policy.
- i. Use thoughtful and mature judgment.
- j. Consistently and completely perform responsibilities of the position in an independent manner.
- k. Inform the Director or Assistant Director of problems or unusual activities that pertain to camp.
- l. When requested by the Director or Assistant Director perform tasks required for the successful operation of the camp.

**Supervision:** This person is under the direct supervision of the Program Director.

## Essential Functions

- a. 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.
- b. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
- c. Must have the abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior-management techniques.
- d. Must have the ability to supervise staff and address staff and or camper situations as they arise.
- e. Must have visual and auditory ability to identify and respond to environmental and other hazards