Waterfront Manager Job Description

QUALIFICATIONS

1. Must be at least 18 years of age
2. Experience in the areas of lifeguarding, canoeing, and kayaking within the past 3 years.
3. Must have current training certification from American Canoe Association, or equivalent recognized organization
4. Must have current American Red Cross Lifeguard Training, Advanced Lifesaving, or equivalent recognized organization

ACCOUNTABILITY

The Waterfront Manager is responsible to the Administrator.

RESPONSIBILITIES

1. Equipment Maintenance
   a. Oversee maintenance and repair of Personal Floatation Devices (PFD's), canoes, kayaks, and paddles
   b. Clean and organize storage areas for swimming and boating equipment.
2. Safety Instruction
   a. Review waterfront safety regulations and enforce these regulations during swimming, canoeing, and other waterfront activities.
   b. Provide safety instructions to groups before use of the swimming pond or the boats.
   c. Conduct necessary swim tests and water safety tests for groups using the applicable facilities.
3. Activity Supervision
   a. Report to camp by Sunday afternoon to help with camp registration.
   b. Report daily during swim times and boating times for campers throughout the week
   c. Actively supervise all waterfront activities, including use of the swimming pond and the boats, as well as off-camp trips involving waterfront activities.
   d. Enforce use of Personal Flotation Devices by all campers and staff during canoeing or other boating activities, or in any situation deemed appropriate
4. Emergency Responsibilities
   a. Perform emergency procedures when necessary when the circumstance arises during waterfront activities.
   b. Maintain emergency waterfront equipment and First Aid supplies

BENEFITS
1. Room and board provided from staff training until 2 days after final day of camp
2. Evenings off, but you are always "on call"
3. At least 24 hours free of responsibilities every week (usually Friday 7pm-Sunday 1pm)
4. Bi-monthly summer salary