

Lutherhaven Ministries

Waterfront Director Job Description



Job Title: Waterfront Director
Classification: Seasonal Exempt from Overtime
Reports to: Summer Program Director

Position Purpose:

To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment. Be an active participant on the Lutherhaven Ministries Summer Program Team.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun waterfront program
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative swim and watercraft program activities.
2. Train and supervise waterfront staff
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train waterfront and counseling staff in their waterfront responsibilities.
 - ♦ Supervise waterfront staff to provide a safe and high-quality program.
 - ♦ Supervise the waterfront staff evaluation process.
 - ♦ Implement the scheduling of waterfront staff.
 - ♦ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
 - ♦ Set up waterfront area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp program team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ♦ Work with Program Director and Program Team to develop a program curriculum, awards programs, and leadership programs.
 - ♦ Assist in the planning of any special events on or near the waterfront.
 - ♦ Participate in management and staff meetings.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.

Relationships:

The Waterfront Director has regular and varied communication with other staff, guests and volunteers. The Waterfront Director will be placed under the leadership and direction of various Lutherhaven Ministries Full Time Staff, Program Directors, the Food Service Manager. While serving in each of these camp areas, the Waterfront Director will respect the direction, guidance, and assignments given from each area supervisor. The Waterfront Director will often have direct supervisory relationships with the counseling staff. The health care and emergency plan outlines the relationship between the health care staff and the waterfront staff for emergency management and care.

Equipment Used:

Camp Lutherhaven's waterfront is an open water guard setting. Lake Coeur d'Alene is a navigable lake. The deepest part of the waterfront is over 60 feet deep. The Waterfront Director is responsible for water trampolines, giant slip'n'slide, waterslide, diving board, non-motorized Voyageur and traditional canoes, individual floating inner-tubes and more. Lutherhaven maintains both motorized ski and sail-boats, and are to be used only by authorized personnel as per the Waterfront Policies.

Qualifications (*Minimum qualifications and experience*)

- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- Must be 21 years or older.
- Previous experience in residential camping.
- Current certification in American Red Cross Lifeguarding
- Current certification in First Aid for the Professional Rescuer, CPR and AED.
- Prior experience in the development and delivery of recreational programs.
- Experience in supervising others especially peers is desirable.
- Must complete a voluntary disclosure statement, submit to criminal background checks, provide personal references, and agree to abide by all Lutherhaven Ministries policies.

Knowledge, Skills, and Abilities:

- Training and experience in a variety of program activities offered at the camp.
- Ability to schedule and supervise staff.
- Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. 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.
- Physical ability to withstand prolonged periods of standing, some bending, stooping, walking up to ¼ to ½ mile or more up or down hill, hiking, climbing, running and stretching. Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Ability to lift and carry up to 50lbs.
- Requires normal range of hearing and eyesight to record, prepare and communicate appropriate camper activities and programs.

- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities and with daily exposure to the sun, rain, temperatures from below freezing to above 100-degrees and animals such as bugs, snakes, bats, deer, etc.
- Ability to endure prolonged exposure to the sun.