

# WATERFRONT SWIMMING DIRECTOR

## DESIRED QUALIFICATIONS

- Must be at least 21 years of age.
- Must possess current Lifeguard Training Certificate, First Aid & CPR/AED for lifeguards.
- WSI Certification strongly recommended.

## RESPONSIBLE TO CAMP DIRECTOR

### CAMP GOALS

- To provide an enjoyable learning experience in a fun and safe aquatic environment.

### GENERAL RESPONSIBILITY

- To oversee safe swimming and small boating activities.

### SPECIFIC RESPONSIBILITY

1. Counsel with Assistant Camp Director as to staff needs for running a safe and efficient waterfront and keep him/her informed as to operation and problems which might arise.
2. Test and classify swimming abilities of all campers at the beginning of each camping week (Sunday) and develop and operate a well-planned program of instruction.
3. Swimming and small boating staff must maintain required staff to camper ratios.
4. Be responsible for the neat, clean appearance of swimming and small boating areas. Special care should be taken before sundown on Friday.
5. Be responsible for maintenance and inventory of swimming and small boating equipment.
6. Initiate and enforce a strict safety program.
7. Assure that all swimming and small boating staff support the program of the camp and are *punctual* to appointments.
8. Work with Assistant Camp Director on Code Blue procedures and drills. Check all PFD's for buoyancy prior to the camping season. Do this during staff week.
9. Keep director informed in writing of any needs for new equipment.
10. Prepare written progress reports of all campers in swimming and small boating in classes.
11. Prepare a detailed, written safety plan and lessons plans for swimming and small boating area and submit it to the camp director.
12. Take inventory of swimming and small boating equipment at beginning and end of camping season. Inventories must be turned in to office to complete checkout.
13. For campers with wheelchair, seatbelts or ties must be removed while in or near the water.
14. Post lifeguards in positions so they are well aware of their area of responsibility.
15. Direct staff in teaching & maintaining safety in swimming and small boating areas.
16. Be a member of the Administrative Council.
17. In the event of an emergency, contact the camp nurse and follow the appropriate protocol in the staff manual, section 6.
18. Assure that all equipment is ready before classes begin.

### ESSENTIAL FUNCTIONS

Must be able to direct staff in all waterfront areas while keeping an accurate inventory of equipment and managing equipment upkeep and repairs, as well as provide safety in all waterfront areas.