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### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Jamie at [jamie@prettylakecamp.org](mailto:jamie@prettylakecamp.org) to receive application. Deadline May 16, 2022.

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### *Job Title*

Waterfront Director

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### *Responsible To*

Camp Director

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### *Supervises*

Lifeguards

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### *Summary*

The Waterfront Director works as a team with the Lifeguards to organize and implement a safe, comprehensive and fun boating, fishing, inner tubing and recreational swimming program geared to the interests and abilities of campers. Waterfront refers to all boating and swimming programs at Camp.

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### *Required Qualifications*

1. 21 years of age or older.
2. Ability to live on-site.
3. Certification in First Aid, CPR for the Professional Rescuer, and Lifeguard.
4. Sufficient visual, auditory, communication and cognitive abilities to coordinate a waterfront program and to teach and communicate with groups participating in the Waterfront program.
5. Training and/or equivalent experience involving swimming and small watercraft such as canoes and kayaks.
6. Motorized boater safety instruction.
7. Valid Driver's License.

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### *Preferred Qualifications*

1. Experience in working with children.
2. Leadership experience.
3. Previous camp experience.

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### *Essential Functions*

1. Supervise, lead, and communicate with groups participating in the Waterfront program.
2. Ability to observed waterfront activities, access their appropriateness and coach waterfront staff through teaching and leading sessions.
3. Respond to environmental and other hazards related to the waterfront area.
4. Receive and follow general instructions; plan, lead, and participate in meaningful activities; assist the camp in meeting camper goals and objectives; and ensure a positive camping experience for each camper.
5. Observe camper behavior and assess its appropriateness, enforce necessary safety regulations, and apply proper behavior management techniques.
6. Operate small watercraft for extended periods of time; assist in the setup of watercraft activities which may involve some lifting. Stand for extended periods of time when required.
7. Represent Pretty Lake Camp professionally at all times.
8. Ability to self-regulate own behavior while living and working in a communal setting, this includes

but is not limited to:

- Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
- Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

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1. The Waterfront Director must:
    - Develop waterfront activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Supervise all lifeguards and aquatic observers during free swim and boat periods.
    - Schedule groups for program instruction.
    - Prepare alternate activities during inclement weather.
    - Lead waterfront activities during activity periods and lead other activities as assigned by the administrative staff.
    - Maintain waterfront equipment in excellent working condition and inform the administrative staff of supplies needed.
    - Assist the administrative staff, conduct a waterfront area orientation during staff training.
  2. Attend and participate in all staff meetings and events, including daily morning meetings with the administrative staff.
  3. Greet parents, guardians and campers on arrival and departure days while performing arrival/departure duties as assigned by administrative staff.
  4. Assist Lifeguards as they work with campers with special needs or behavioral problems.
  5. Rotate on call duties with other administrative staff throughout the week.
  6. Be a positive role model for the campers and other staff members.
  7. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  8. Know when to ask for assistance and support fellow staff.
  9. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  10. Assist with all camp activities, working closely with the administrative staff.
  11. Lead and prepare activities with other staff.
  12. Assist in preparing evaluation for counselors and program staff.
  13. Review the weekly paperwork of each lifeguard and other needed paperwork to ensure they are filled out in a professional manner.
  14. Be flexible and willing to act as a substitute for any lifeguard, counselor, or program staff during the time of an absence.
  15. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  16. As needed, serve as a vehicle driver for camp trips, emergency situations or for running errands.
  17. Assist with camp clean-up throughout and at the end of each session.
  18. All other duties as assigned.
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*Revised 10/21*