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### *How to Apply*

Complete employment application at <https://prettlakecamp.campbrainstaff.com> or contact Amber at [amber@prettlakecamp.org](mailto:amber@prettlakecamp.org) to receive application. Deadline May 13, 2024.

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### *About Pretty Lake*

We're a non-profit, free overnight summer camp seeking employees to work for us in a variety of seasonal positions. There are two to three weeks of training, depending on your role, that will take place in mid to late May. Camp will run 5-day sessions until late July. Along with compensation, we provide free housing, meals, laundry facilities, and the opportunity to grow personally while serving the community.

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### *Job Title*

Waterfront Manager

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### *Responsible To*

Camp Director

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### *Summary*

The Waterfront Manager leads and works with a team of lifeguards to organize and implement a safe, comprehensive, and fun waterfront experience 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. Kindness, responsibility, and a strong work ethic.
2. Ability to work independently and as a team using camp guidelines and policy manuals.
3. Desire to work with children and young adults.
4. Current certification in First Aid, CPR for the Professional Rescuer, and Lifeguard.
5. Sufficient visual, auditory, communication and cognitive abilities to coordinate a waterfront program and to teach and communicate with groups participating in the Waterfront program.
6. Training and/or equivalent experience involving swimming and small watercraft such as canoes and kayaks.
7. Leadership experience.
8. Ability to live at camp during sessions.
9. Ability to learn and use camp data systems including Camp Brain and Google Suite.
10. 21 years or older.

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### *Preferred Qualifications (Not required)*

1. Experience in youth development and behavior management.
2. Experience in a summer camp environment.
3. AED certification.

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4. Valid Driver's License.

### *Essential Functions*

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1. Read, update, and originate camper records as instructed, both physically and digitally.
2. Show flexibility in dealing with multiple staff/camper needs throughout the day.
3. Practice effective leadership techniques with both campers and staff.
4. Manage all waterfront policies and activities, working with lifeguards to facilitate a safe, fun, and educational aquatic experience for campers.
5. Respond to environmental and other hazards related to the waterfront area.
6. Operate small watercraft for extended periods of time.
7. Always represent Pretty Lake Camp professionally.
8. Communicate effectively with staff, campers, and camper families.
9. Work with campers and staff of all backgrounds to create a safe camp experience for everyone.
10. Receive and follow general instructions, as well as respond to emergency situations.
11. Be able to move for long periods of time, lift to 35 pounds, and hear and see to assess and care for campers and staff.
12. 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.
  - Use of cell phone only during two hours off each day, during scheduled break.
  - Abide by all policies and procedures in the staff code of conduct.

### *Specific Responsibilities*

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1. Learn and implement a thorough understanding of camp waterfront policies and safety procedures.
  2. Develop waterfront activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
  3. Supervise all lifeguards and aquatic observers during free swim and boat periods.
  4. Schedule groups for program instruction.
  5. Prepare alternate activities during inclement weather.
  6. Lead waterfront activities during activity periods.
  7. Maintain waterfront equipment and inform Camp Director of supplies needed.
  8. Assist the Camp Director in waterfront orientation during staff training.
  9. Serve on the Leadership Team, assisting with the supervision of counselors, program, and other support staff.
  10. Help to create and distribute feedback for counselors, program, and other support staff.
  11. Maintain and update camper records physically as well as digitally on Camp Brain and Google Suite.
  12. Provide coverage for staff on break.
  13. Communicate regularly and clearly with camper families regarding camp policies, registration, etc. as instructed.
  14. Assist with front desk coverage and duties.
  15. Lead activities as needed.
  16. Regularly assist with camper behavior management and emotional regulation.
  17. Transport campers and staff as assigned.
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18. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  19. Observe camper behavior, assess its appropriateness, and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
  20. Submit bi-weekly feedback forms.
  21. Know when to ask for assistance and support fellow staff.
  22. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  23. All other duties as assigned.
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*Revised Fall 2023*