



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

**Summer Camp Staff Job Description:
Waterfront Coordinator**

Purpose: Implement, coordinate, supervise and evaluate a safe and creative aquatics program at the pool, lake and river for campers and staff.

Responsible To: Director of camp and program

Principal Duties:

- Train appropriate staff in their waterfront responsibilities and provide ongoing evaluation of these responsibilities.
- Directly supervise all aquatic staff and participants ensuring all waterfront safety procedures are being followed.
- Coordinate a rotating schedule of lifeguards for all pool and lake parties and rentals.
- Maintain waterfront activities and records in accordance with the State of Wisconsin, American Red Cross, and Girl Scout standards, including conducting swimming pool chemical tests in a timely manner three times per day and recording results.
- Develop and implement an on-going lifeguard training program that includes swim endurance drills emergency action plans and risk management practice drills for all waterfront staff.
- Assist staff at all aquatic areas including the pool, lake, and river; ensure lifeguards are being rotated.
- Ensure cleanliness and organization of the shower house, lifeguard office, and other aquatic areas, including but not limited to Crystal Lake House and boat house; coordinating a daily, rotating schedule of staff for cleaning of shower house.
- Give swimming and boating tests and lessons in accordance with American Red Cross and Girl Scout standards.
- Teach and monitor proper use of equipment to all campers and staff; conducting a daily check of equipment for safety, cleanliness and good repair.
- Survey waterfront areas daily, and keep the area free of hazards and debris. Report any problems to the property manager.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Assist in the planning and implementation of staff and lifeguard training as needed.
- Assist in the opening, closing, and end of session procedures of the camp.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision and activities for campers.

- Help with pool, lake, archery, and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats, and other duties as necessary.
- Complete other duties as assigned by the director of camp and program or property manager.

Qualifications:

- Minimum age: 21 years old.
- Currently certified as lifeguard, first aid, and CPR for the Professional Rescuer.
- Water Safety Instructor, Small Craft Safety, and Basic Water Rescue Instructor certificate preferred.
- Experience in swimming and small craft instruction.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Have a genuine liking, interest, and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Ability to supervise others and have strong leadership qualities.
- Display enthusiasm, flexibility, objectivity and maturity of judgment.
- Ability to place needs of girls and camp above personal desires.
- Ability to manage time effectively, work independently, and handle several projects or situations at the same time.
- Camp experience preferred.
- Ability to work in a camp setting and appreciate the outdoors.
- Valid driver's license, insurance, and access to vehicle preferred.

Essential Functions of Job:

- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun & heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Ability to set up, take down, operate camp program equipment, and lift 50 pounds.