

## **Waterfront Supervisor**

### *Minimum Qualifications:*

- Authentically strong and visible commitment to Jesus Christ
- Desire and ability to nurture campers and staff in discipleship to Jesus Christ
- Possess current Lifeguarding Certification authorized by an acceptable governing body
- Demonstrated swimming and rescue skills
- Demonstrated ability to accept and supervise peers and others
- A desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to assist in teaching camp activities
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self control
- At least one year past high school graduation or equivalent
- Desire and ability to share Christian Faith with campers and staff
- Ability to lead Bible Study

*Accountability:* The Waterfront Supervisor is directly accountable to the Program Coordinator.

*Responsibilities:* The Waterfront Supervisor will be responsible for the following under the direction of the Program Coordinator:

### I. Responsibilities of Waterfront Supervisor

#### A. Facilities Maintenance

1. Ensure appropriate placement of First Aid materials, backboards, etc.
2. Ensure appropriate locking of canoes, pool, and paddle shed
3. Ensure suitability of water equipment including lifejackets, paddles, canoes, etc.
4. Monitor and record pool water testing as required by Department of Health under supervision of certified pesticide applicator
5. Maintain appropriate waterfront documentation, particularly in regards to the ACA Accreditation Process

#### B. Lifeguard Supervision

1. Train lifeguards according to American Red Cross standards
2. Conduct appropriate in-services, regular E.A.P. drills (at least 3)
3. Maintain up-to-date Waterfront Management Plan, following ACA requirements
4. Provide mid-summer and end-of-summer evaluations of lifeguard performance at waterfront activities in collaboration with the Program Coordinator
5. Ensure appropriate assignments of waterfront activities to lifeguards and other staff members
6. Lead appropriate waterfront sessions during Staff Training

### II. Responsibilities as a Lifeguard

#### A. General Lifeguard Responsibilities

1. Participate in appropriate in-services, E.A.P. drills, and initial training
2. Maintain pool shower rooms, guard room, and the filter room
3. Complete grounds keeping tasks at the pool, canoe dock, and creek hike entrance

- B. Activity Supervision
  - 1. Supervise pool times, creek hikes, clean-offs, and canoe trips in accordance with Waterfront Management Plan
  - 2. Conduct and record the results of swim tests
  - 3. Prepare and lead group games in case of inclement weather during waterfront activities.
- III. Responsibilities as Program Staff Member
  - A. Leading Program Activities
    - 1. Lead environ. ed., archery, wall, high ropes, and other activities as certified
  - B. Assisting in Camp Programming
    - 1. Assist in Morning Celebration, Evening Activities, and Vespers
    - 2. Perform Program Tasks as designated by Program Coordinator
      - a. including Sunday tasks and weekly tasks (water chieftain, clean cabin, etc)
  - C. Facilities Maintenance
    - 1. Assist in upkeep of facilities as designated by superiors
    - 2. Prepare camp facilities for upcoming programming as necessary
  - D. Videographer Assistance as directed
    - 1. Assist in gathering memories (photos and videos)
    - 2. Assist in uploading of pictures/videos and distribution of cameras
    - 3. Assist in burning of discs
- IV. Responsibilities as a Support Staff to a Family Group
  - A. Bible Studies
    - 1. Attend every Bible Study with your family group, participating actively
    - 2. Lead at least one Bible Study each camp week
  - B. Room in a cabin
    - 1. Provide assistance in cabin discipline and supervision of campers
    - 2. Promptly join family group in cabin after fulfillment of evening activities, which should be before lights out
    - 3. Lead cabin devotions in collaboration with counselor (at least once each week)
  - C. Serve as a Support to Family Groups
    - 1. Whenever not actively involved in Lifeguarding or Programming responsibilities the support staff should be with their family group
    - 2. When with family groups, support staff should have nearly the same function as a cabin counselor, assisting with:
      - a. Camper discipline
      - b. Leading of camp activities
    - 3. Assist assigned family group with cookout by preparing fire, aiding in food preparation, site clean-up and monitoring campers
- V. Miscellaneous
  - 1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
  - 2. Abide by the *General Expectations of Crestfield Staff*
  - 3. Staff will schedule and submit a one hour break each full camp day

**Revised: 11-10-2007**