



# MDSC JOB DESCRIPTION

## *Waterfront Director*

<p><b>General Summary</b></p>	<p>Under guidance of the Camp Director, oversees all camp waterfront and water related activities. Ensures a safe and efficient waterfront program, and full compliance with all safety protocols. Conducts all campers swimming lessons, and supervises all lifeguards assisting with waterfront activities. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing &amp; Regulatory Affairs agency, American Camping Association, American Red Cross Water Safety Programs and the Metropolis of Detroit Summer Camp Board of Trustees.</p>
<p><b>Principle Duties &amp; Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Provide an example of Christian behavior and language to all campers and fellow staff.</li> <li>2. Assist with the opening of camp, including overseeing the set-up of the waterfront area.</li> <li>3. Inventories all waterfront area supplies and inspects all lifesaving equipment. Also inspects the dock, raft, and all watercraft to ensure safety.</li> <li>4. Meets with all lifesaving staff prior to each camp session and instructs them of expectations and responsibilities. Reviews and rehearses all water search and rescue methods with waterfront staff and all other camp staff.</li> <li>5. Develops and operates a well-planned program of instructional swimming and recreational swimming.</li> <li>6. Assigns all waterfront staff to duties on a daily basis. Ensures that all waterfront staff are adhering to good practices of lifeguarding, including standing at all times, being observant of the entire aquatics area, and minimizing distractions.</li> <li>7. At the beginning of each session, supervises the testing and evaluation of the swimming ability of each camper. Also tests and evaluates the swimming ability of camp staff.</li> <li>8. Conducts daily morning swimming sessions for all camp age groups, including swimming instruction and boating safety. Ensures every effort is made to instruct based on Red Cross swimming levels</li> <li>9. Supervises all recreational swimming and boating sessions for campers.</li> <li>10. Maintains discipline and ensures that the camp swimming policies, small craft boating policies, and waterfront safety policies are followed by all campers and staff.</li> <li>11. Supervises maintenance of swimming area and grounds in the immediate area of swimming activities. On a daily basis, supervises waterfront staff in completing the beach maintenance, which includes sweeping of stairs, patio and dock, raking beach upwards from water to prevent erosion, straightening equipment and disposing of trash.</li> <li>12. Monitors weather conditions and determines, in conjunction with the Camp Director, adequate conditions for swimming.</li> </ol>

	<ol style="list-style-type: none"> <li>13. Assigns qualified staff or accompanies all off-camp activities that involve water activity (i.e. canoeing, etc.).</li> <li>14. Evaluates swimming instruction on a weekly basis and makes adjustments as necessary.</li> <li>15. Reports to the Camp Director any hazardous condition that may impede the waterfront program.</li> <li>16. Assists with preparation for annual inspections. Meets with the State of Michigan inspectors, as necessary, during annual visit.</li> <li>17. Assists with activities closing the camp, ensuring the waterfront area and all supplies and equipment are secured for the off-season.</li> <li>18. Have full knowledge of and be prepared to implement waterfront emergency plans as needed.</li> <li>19. Any other duties as requested by the Camp Director/Assistant Director.</li> </ol>
<b>Skills Required</b>	<ol style="list-style-type: none"> <li>1. Ability to lead and oversee waterfront staff of all ages and levels of experience.</li> <li>2. Ability to work with children of all ages, evaluate their swimming ability, and apply that to the development of the waterfront program.</li> <li>3. Ability to competently supervise the daily activities of the waterfront throughout the summer.</li> <li>4. Ability to evaluate the waterfront program objectively, and make necessary decisions and changes.</li> <li>5. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods. Ability to handle all emergency situations in and around waterfront area.</li> </ol>
<b>Working Conditions</b>	<ol style="list-style-type: none"> <li>1. Outdoor setting, with varied summer temperatures.</li> <li>2. 24 hour responsibility for all waterfront operations.</li> </ol>
<b>Minimum Level of Preparation and Training</b>	<ol style="list-style-type: none"> <li>1. Must be 18 years of age or older.</li> <li>2. Valid driver's license.</li> <li>3. Certified as American Red Cross Lifeguard and an American Red Cross Water Safety Instructor, Aquatic Instructor (BSA), YMCA Progressive Swimming Instructor or equivalent. Must have current CPR certification. Strongly recommended completion of Waterfront Designation program.</li> <li>4. Minimum of one (1) year experience in a management or supervisory position of an aquatic area.</li> <li>5. Completion of Archdiocese Youth Protection Online Training.</li> </ol>
<b>Reporting Relationship</b>	Reports to the Camp Director and/or Assistant Camp Director.
<b>Subordinates</b>	Lifeguards and other waterfront staff. Counselors and CIT's that are on the Waterfront.
<b>Salaried</b>	Yes