

Camp Ramah in Northern California

Job Description

Job Title: **Waterfront/Aquatics Director**
Reports to: Camp Director

Position Purpose:

Just like every programmatic position, the program specialist's main responsibility is the safety and care of our campers. To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun waterfront program
 - ◆ Write (with the help of waterfront specialists) safety protocols that meet camp goals.
 - ◆ Evaluate aquatics abilities of campers and staff.
 - ◆ Deliver supervision of swim and watercraft program activities.
2. Train and supervise waterfront staff
 - ◆ Assist in the planning and implementation of staff training.
 - ◆ Train waterfront and counseling staff in their waterfront responsibilities.
 - ◆ Supervise waterfront staff to provide a safe and high-quality program.
 - ◆ Supervise the waterfront staff evaluation process.
 - ◆ Implement the scheduling of waterfront staff.
 - ◆ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
 - ◆ Set up waterfront area prior to and during staff training.
 - ◆ Teach and monitor proper use of equipment.
 - ◆ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ◆ Check equipment, and make (or file for) repairs.
 - ◆ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ◆ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ◆ Survey waterfront area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ◆ Work with Program Director and Waterfront Specialists to develop a program curriculum, awards programs, and leadership programs.
 - ◆ Assist in the planning of any special events on or near the waterfront.
 - ◆ Participate in management and staff meetings.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.

Relationships:

Waterfront Director has a direct relationship with the maintenance staff in terms of facility and equipment needs including oceanfront, swimming pool filter systems, boats, etc. There are also coordinated efforts between all of the key program area directors. The health care and emergency plan outlines the relationship between the health care staff and the Waterfront Director and the waterfront staff for emergency management and care.

Equipment Used:

Camp Ramah in Northern California has both a pool and oceanfront sites. The Waterfront Director will utilize all safety equipment as it relates to the supervision of these two sites. This may include but is not limited to personal rescue equipment and kayaks, as well as standard and emergency first aid equipment.

Qualifications (Minimum qualifications and experience)

- ◆ Previous experience in residential camping.
- ◆ Current certification in first aid and CPR. Advanced certification highly desired
- ◆ Prior experience in the development and delivery of aquatic safety programs.
- ◆ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ◆ Training and experience in a variety of water based program activities offered at the camp.
- ◆ Ability to schedule and supervise staff.
- ◆ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a Waterfront Director position may include endurance such as prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions up to 54 hours per week or 6 days per week.