

Camp Ramah in Northern California

Job Description

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

Position Purpose:

Just like every programmatic position, the program specialist's main responsibility is the safety and care of our campers. Camp Ramah in Northern California is Seeking an Assistant Waterfront Director for the summer of 2018. The Assistant Waterfront Director will help to plan and deliver activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide assistance in management to the physical operation of the waterfront's facilities and equipment at the pool, ocean-front, and off campus water based excursions.

Essential Job Functions:

1. Help to Plan, direct, and supervise a safe and fun waterfront program
 - ◆ Help to Evaluate aquatics abilities of campers and staff.
 - ◆ Help to ensure that swim and watercraft program activities are safe and effective.
2. Help to Train and supervise waterfront staff
 - ◆ Assist in the planning and implementation of staff training.
 - ◆ Help to Train waterfront and counseling staff in their waterfront responsibilities.
 - ◆ Help to Supervise waterfront staff to provide a safe and high-quality program.
 - ◆ Help to Supervise the waterfront staff evaluation process.
3. Help to Manage the physical facilities and equipment in the waterfront program area
 - ◆ Help to Set up waterfront area prior to and during staff training.
 - ◆ Help to Teach and monitor proper use of equipment.
 - ◆ Help to Conduct initial and end-of-season inventory, and store equipment for safety.
 - ◆ Help to Check equipment, and make (or file for) repairs.
 - ◆ Help to Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ◆ Help to Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ◆ Help to 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:

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

Equipment Used:

The Assistant waterfront director will help to supervise the safety of the pool (swimming & scuba diving), private oceanfront beach along Monterey Bay (surfing, stand up paddle boarding & kayaking), and off-site excursions (kayaking, snorkeling, scuba & sailing).

Qualifications (Minimum qualifications and experience)

- ◆ Lifeguard Open Water Certification
- ◆ Aquatics Management, Water Safety Instructor, and Small Craft Safety Certification a plus
- ◆ Experience supervising and overseeing a waterfront program
- ◆ Current certification in first aid and CPR/AED for the professional rescuer.
- ◆ Prior experience in the development and delivery of recreational programs.
- ◆ Experience in supervising others especially peers is desirable.
- ◆ At least 21 years old
- ◆ At least 1 season as a certified lifeguard
- ◆ Satisfactory Criminal history record check

Knowledge, Skills, and Abilities:

- ◆ Training and experience in a variety of 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 an Assistant 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.