



## Job Description

**Job Title:** Waterfront Coordinator  
**Reports To:** Program Director and Executive Director  
**Position Status:** Seasonal

### POSITION SYMMARY:

The Waterfront Coordinator is responsible 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. They serve as a role model for campers and staff and are a part of the Summer Leadership Team.

### ESSENTIAL FUNCATIONS:

- Train and supervise waterfront staff
- Assist in the planning and implementation of staff training.
- Works with the Program Director and Executive Director to implement ACA standards.
- Train waterfront and counseling staff in their waterfront responsibilities including their role in waterlated emergencies.
- Supervise waterfront staff to provide a safe and high-quality program.
- Implement the scheduling of waterfront staff.
- Manage the physical facilities and equipment in the waterfront program area
- Set up the 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.
- 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 the waterfront area daily, and keep the area free of hazards and debris.
- Assist in the planning of any special events on or near the waterfront.
- Evaluating lifeguards and lifeguard staff.
- Ensure lifeguards have appropriate required rescue equipment in good working order.
- Maintain water worthiness of all watercrafts and propulsion devices.
- Conduct Inservice as needed.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

### QUALIFICATIONS:

- Minimum age 19
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Current Lifeguard certification required
- Valid driver's license preferred
- Previous camp and aquatic experience preferred
- Leadership ability and teamwork oriented
- Possess a variety of skills and experiance with youth

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.

- 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 mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

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SIGNATURE

DATE