



Camp Westminster
Westminster Church of Detroit

Waterfront Director Job Description

CAMP WESTMINSTER ON HIGGINS LAKE

Responsibilities

1. Responsible for planning, preparation and supervision of recreational swimming as well as instructional swimming.
2. Ensures that the camp adheres to the requirements for aquatic activities as defined in the State of Michigan Licensing Rules For Children's Camps And Adult Foster Care Camps (the Rules). Specifically, R400.11405 - R400.11413 (Copy of Rules is available at https://www.michigan.gov/lara/-/media/Project/Websites/lara/bchs/ocal/Folder1/lara_BCAL_PUB-98.pdf?rev=e4c9bc44712d49fdb0c8f8454aa9ad3c)
3. Ensure that the camp adheres to standards outlined by the ACA to maintain accreditation.
4. Responsible for set-up and break-down of the waterfront area at beginning and end of session.
5. Sees that all waterfront equipment is properly arranged and maintained. Responsible for inventory of waterfront equipment at beginning and end of season.
6. Conducts swimming evaluations of all campers at start of each new camping session; assigns campers to appropriate instructional swimming class.
7. Responsible for training, coordinating and supervising all swimming instructors, aquatic observers and lifeguards.
8. Trains entire staff in basic water safety and aquatic emergency procedures on waterfront.
9. Teaches one or more instructional swimming courses; teaches additional waterfront activities as necessary.
10. Assists with other program responsibilities, i.e. store, evening program.
11. Performs other tasks as assigned by the Program or Camp Director.

The above statements are intended to describe the general functions of the Waterfront Director. They are not to be construed as an exhaustive list of all job duties of this position.

Requirements

- Must be at least 18 years of age;
- Current certification or willingness to obtain American Red Cross Lifeguard Training, Community CPR and Standard First Aid or equivalents as defined by rule R 400.11405 (4)(b). American Red Cross Water Safety Instructor (WSI) preferred.
- Previous experience working with children.
- Previous experience as lifeguard and swimming instructor.
- Prior aquatic supervisory experience is highly desirable.
- Organized, creative, enthusiastic.

Accountability

The Program Director

Evaluation

Throughout the summer by Program Director and Camp Director.

Physical Requirements

This role requires a moderate amount of physical activity that may include but is not limited to: ability to move from one end of camp to the other (approximately ¼ mile) without tiring at speed sufficient to keep up with campers, safe movement over uneven ground in various lighting, manipulating boxes and storage up to 25 pounds over short to moderate distances, able to swim (up to 500 meters) and move comfortably in the water (depth up to 10 feet).