



Job Title: Aquatics Director  
Classification: Nonexempt (*Seasonal*)  
Reports to: The aquatics director reports to the camp director and assistant director.  
Salary Range: \$300-\$350 per week

Position Purpose:

To further the mission of the camp through the planning and delivery of activities at the camp's pool and waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the pool and waterfront facilities and equipment. The aquatics director may be assigned to serve as a cabin counselor when necessary.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun aquatics program
  - ◆ Create programs and activities that meet camp goals.
  - ◆ Evaluate aquatics abilities of campers and staff.
  - ◆ Deliver creative aquatics program activities.
2. Train and supervise aquatics staff
  - ◆ Assist in the planning and implementation of staff training.
  - ◆ Train lifeguard and counseling staff in their aquatics responsibilities.
  - ◆ Supervise aquatics staff to provide a safe and high-quality program.
  - ◆ Supervise the aquatics staff evaluation process.
3. Manage the physical facilities and equipment in the aquatics program areas
  - ◆ Set up aquatic areas 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 aquatic areas daily, and keep the area free of hazards and debris.
4. Participate as a member of the program staff team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
  - ◆ Work with camp director and assistant director to develop a program curriculum, awards programs, and leadership programs.
  - ◆ Assist in the planning of any special events on or near the waterfront or pool.
  - ◆ Participate in program and staff meetings.

Other Job Duties:

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

- ◆ Additional duties as assigned.

#### Relationships:

The waterfront activity specialist will communicate with the assistant director to ensure the maintenance and upkeep of the waterfront area and equipment. He or she will also communicate safety guidelines and protocols to campers and staff members and monitor the counselors at the activity.

It is important that the aquatics director communicate and plan with the both the camp and conference center staff and the camp nurse to ensure safety.

#### Equipment Used:

The aquatics director will work with canoes, kayaks, paddles, PFDs, mothballs, snake spray, sunscreen, rescue tubes, backboards, and more.

#### Qualifications

- ◆ Current certification in first aid and CPR.
- ◆ Experience in supervising others especially peers is desirable.
- ◆ Current lifeguard certification.

#### 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.

*Must be 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.*

**The aquatics director will serve as a member of program staff.**

#### Typical Day

- ◆ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.

- ◇ 8:40 am - Aquatics Set Up: Ensure that both pool and lake have the necessary equipment and staff for the morning. Communicate with staff where they will be located.
  - While doing this, you will miss staff meeting. It is your responsibility to make sure you get the information you need.
- ◇ 9:00 am - Activity 1: Lead campers and manage staff at the pool and/or lake.
- ◇ 10:00 am - Activity 2: Lead campers and manage staff at the pool and/or lake.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Break
- ◇ 1:30 pm - Rest Period: Assist in preparation of afternoon all-camp if necessary.
- ◇ 2:30 pm - Afternoon All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - The Aquatics Director will decide on an optional each day and communicate this to the staff member in charge of assigning optionals. The Aquatics Director will be "on" for both optionals.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - The Aquatics Director will decide on an optional each day and communicate this to the staff member in charge of assigning optionals. The Aquatics Director will be "on" for both optionals.
- ◇ 5:30 pm - Cabin Time: Check and take down aquatics equipment.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 8:30 pm - Break