**Waterfront Director**

**POSITION SUMMARY:** *The Agassiz Village Waterfront Director* is responsible for supervising a team of 6-7 lifeguards, and 150 campers ages 8-17 while on the waterfront, including all water activities, equipment, and facilities. The Waterfront Director ensures that the Camp’s waterfront program and protocols are followed in compliance with the regulations for Department of Health and American Camp Association standards. They will provide a safe and nurturing environment for all and will be actively involved and have a positive attitude about all camp activities.

**Responsibilities and Key Functions:**

* Plan, direct, and supervise a safe and fun waterfront program.
* Create (with the help of the Program Director) lesson plans that meet camp goals for all waterfront activities including swimming instruction, fishing, boating and canoeing.
* Ensure the learn-to-swim program follow established goals and provide support and oversight for waterfront staff in the learn-to-swim program implementation.
* Keep records on all participants, help them progress from beginner to advanced levels.
* Ensure waterfront staff are enforcing and following all rules and are fulfilling all of their assigned duties.
* Evaluate aquatics abilities of campers and staff.
* Formally evaluate Lifeguards twice during the season and assist in setting and meeting goals.
* Deliver safe and creative swim and watercraft program activities.
* Coordinate with the Program Director, and any other staff to facilitate special events on the waterfront including Olympics event that has various water activities and challenges.
* Work with the Program Director to ensure appropriate lesson plans for each age group and monitor teaching quality, and actively aid staff in becoming better instructors.
* Teach and monitor proper use of equipment.
* Set up and ensure lifeguard duties/shifts.
* Train and supervise waterfront staff.
* Assist in the planning and implementation of staff training.
* Train waterfront 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.
* 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 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.
* Inform the Camp Director of any camper or staff problems, issues, or concerns.
* Positively recognition staff for work done well and positively recognize campers for their success when earned.
* Maintain a First Aid station with supplies and equipment at waterfront.
* Assure waterfront areas are secured when not in use.
* Schedule appropriate staff coverage for water activities.
* Train and review waterfront lifesaving skills with staff (i.e., spinal injury, lost swimmer, seizure victims, etc.).
* Implement ‘buddy’ system to account for all staff and campers during waterfront activities.
* Participate in night activities as assigned.
* Follow established health and safety standards of the ACA and Maine Dept. of Health.
* Actively participate in staff training, meetings, etc.
* Contribute to positive team environment by paying close attention to staff concerns, morale and performance issues and communicating them in a timely manner to the Camp Director.
* Routine cleaning responsibilities related to the camp’s health and safety protocols.
* Help out with all camp activities and participate as a member of the camp staff team.
* Demonstrate and teach the values of Have Fun, Collaborate, Explore and Thrive to all campers and staff.
* Follow all camp rules, regulations and policies and enforce them among peers.
* Supervise end of season program operations clean up and inventories.
* Willingness to go above and beyond your written job description.

QUALIFICATIONS:

* At least three years of training and experience in waterfront activities and management.
* At least 23 years old, valid driver’s license, and an acceptable driving record
* Certification or availability to obtain certification as LGT and WSI.
* Current Lifeguarding, CPR and First Aid certifications or ability to participate in the course offered at camp.
* Water Safety Instructor trained or ability to complete training at camp.
* Familiar with American Camp Association accreditation standards and State of Maine regulations regarding waterfronts.
* Capable to respond appropriately to emergencies and situations requiring first aid and/or CPR.
* Must value all campers and staff equally, embrace individuality and diversity and be a catalyst for all to develop their full potential.
* Ability and experience in supervising staff and campers
* Ability to schedule, organize, and oversee activities and staff members
* Desire and ability to live and work in a camp setting
* Good role model, high integrity, and adaptable
* Ability to build a cohesive team.
* Ability to judge and evaluate evolving dynamics of individuals participating in water activities to immediate assess their capabilities and threats to their safety.
* Knowledge of waterfront protocols, operational procedures and safety policies.
* Knowledge of methods and techniques for providing on-site emergency medical services.
* 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. ­
* 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 adventure challenge position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate ropes course equipment and ropes course activities.
* Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.
* Willingness to live in a camp setting and work irregular hours delivering program in the facility available.
* Operate with daily exposure to the sun and heat and varying environmental conditions

**Who We’re Looking For:**

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

* Committed to consistent learning and growth.
* Team players, willing to help in all areas
* Organized
* Strong communicators
* Competent and creative problem solvers.
* Passionate
* Energetic and silly
* Kind and compassionate
* Flexible and able to adapt quickly
* Able to stay calm in high-pressure situations.
* Able to work LONG and challenging days

**Designated Supervisor:** Camp Director

**About Agassiz Village:**

Agassiz Village is a nonprofit youth development organization whose mission is to “prepare youth for life’s journey.” Through our exceptional summer camp experience and year-long programming, youth develop and practice critical leadership and life-shaping skills that positively impact their futures. For 86 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine to experience unique learning opportunities, be challenged to discover interests, uncover new skills, make lifetime friendships, and connect with inspiring mentors. In addition, teens in our year-round program are supported to graduate high-school and prepare to be career/college ready.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Agassiz Village, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don’t go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.