

# **Wisconsin Lions Camp**

## **A Project of the Wisconsin Lions Foundation, Inc.**

### *Job Title*

---

Waterfront Director

### *Responsible To*

---

Camp Director, Summer Program Supervisor

### *Summary*

---

The Waterfront Directors works as a team to organize and implement a safe, comprehensive and fun boating, fishing and recreational swimming program geared to the interests and abilities of campers. Waterfront refers to all boating and swimming programs at Camp.

### *Required Qualifications*

---

1. 18 years of age or older.
2. Ability to live on-site.
3. Certification in First Aid, CPR for the Professional Rescuer, and Lifeguard.
4. Sufficient visual, auditory, communication and cognitive abilities to coordinate a waterfront program and to teach and communicate with groups participating in the Waterfront program.
5. Training and/or equivalent experience involving small watercraft such as canoes, kayaks, rowboats and stand up paddleboards.

### *Preferred Qualifications*

---

1. Experience in working with children and adults who have disabilities.
2. Leadership experience.
3. Two years of college education or experience in the field of camping.
4. Valid Driver's License.

### *Essential Functions*

---

1. Supervise, lead, and communicate with groups participating in the Waterfront program.
2. Respond to environmental and other hazards related to the waterfront area.
3. Receive and follow general instructions; plan, lead and participate in meaningful activities; assist the camp in meeting camper goals and objectives to ensure a positive camping experience for each camper.
4. Observe camper behavior and assess its appropriateness, enforce necessary safety regulations, and apply proper behavior management techniques.
5. Operate small watercraft for extended periods of time; assist in the setup of watercraft activities which may involve some lifting. Stand for extended periods of time when required.
6. Represent Wisconsin Lions Camp professionally at all times.
7. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

*Specific Responsibilities*

---

1. The Waterfront Director must:
    - Develop waterfront activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Supervise all lifeguards and lookouts during the free waterfront period.
    - Schedule groups for program instruction.
    - Prepare alternate activities during inclement weather.
    - Lead waterfront activities during activity periods and lead other activities as assigned by the administrative staff.
    - Maintain the waterfront areas and equipment in excellent working condition and submit supply and maintenance requests to the administrative staff.
    - With the other Waterfront Directors and the administrative staff, conduct a waterfront area orientation during staff training.
    - Prepare and present awards to campers who have earned waterfront awards.
  2. Attend and participate in all staff and specialist meetings
  3. Submit a weekly feedback form.
  4. Greet parents, guardians and campers on arrival and departure days while performing arrival/departure duties as assigned by administrative staff.
  5. Work as a unit pal when available, assisting with camper supervision and program activities.
  6. Live with a group of 6 to 8 campers. This requires the Waterfront Director to be a positive role model for the campers and other staff members.
  7. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  8. Know when to ask for assistance and support fellow staff.
  9. Respect the confidentiality of campers and staff relating to issues such as health, behaviors and other situations that may arise.
  10. Assist with all camp activities, working closely with the administrative staff.
  11. Lead and prepare specialized activities with other staff.
  12. Act as a substitute for other staff during the time of an absence as assigned.
  13. Assist in camp emergencies or other situations as directed by administrative staff.
  14. Assist with camp clean up after each group departs.
  15. Other duties as assigned.
- 

*Revised 12/18*