



## Job Description

**POSITION:** Partner Camp Aquatics Director

### **JOB DESCRIPTION:**

Responsible for oversight, including safety and education goals, for swimming and boating programs administered to 7 partner camps and approximately 950 children.

### **MINIMUM QUALIFICATIONS:**

- ❖ Current certification in the following:
  - American Red Cross Lifeguard Training and First Aid
  - American Red Cross CPR for the Professional Rescuer
  - Water Safety Instructor Certification (*preferred but not required*)
- ❖ Minimum age: 21
- ❖ High School Diploma
- ❖ Prior experience managing staff

### **KNOWLEDGE AND SKILLS**

- ❖ Knowledge and application of lifeguarding surveillance and rescue techniques; experience with waterfront lifeguarding preferred but not required
- ❖ An understanding of facility characteristics, rules, policies, and procedures
- ❖ Leadership and public relations skills
- ❖ Decision-making skills

### **RESPONSIBLE TO:**

- ❖ Partner Camp Coordinator and Director of Operations

### **GENERAL RESPONSIBILITIES TO THE COMPANY**

- ❖ Display a consistent positive attitude towards members and fellow staff
- ❖ Create and maintain a reputation for credibility, integrity and fairness
- ❖ Uphold the Hale Core Values

### **PRIMARY RESPONSIBILITIES**

- ❖ Manage leadership staff team of six and overall summer staff of approximately 30
- ❖ Insure swimming and boating beach areas are safe
- ❖ Insure high quality Red Cross swim education programs and boating education programs are executed throughout the summer
- ❖ Serve as primary liaison between aquatic programs and partner camp clients
- ❖ Schedule staff for additional programs on weekends and evening

### **SPECIFIC DUTIES**

- ❖ Manage leadership staff team of six and overall summer staff of approximately 30

- Oversee administrative duties for all staff including maintenance of staff files, certifications, and paperwork
- Lead pre-season orientation and trainings, and develop and implement training and education In-Services throughout the summer
- Oversee and insure a proper staff evaluation program is carried out with support of leadership team
- Directly supervise Bin Directors as they implement oversight for their areas
- Manage work schedule for all employees
- ❖ Insure swimming and boating beach areas are safe
  - Conduct daily evaluations of safety needs and potential improvements for safety of swimming and boating programs
  - Evaluate facilities in vicinity of swim program for safety and cleanliness, including: beach area, hill, lifeguard pavilion, parking areas, trail from road to beach, and bathrooms
  - Implement safety training program for staff, including directing emergency drills throughout the summer to improve staff emergency response
  - Maintain personal level of fitness to participate in rescues
- ❖ Insure a high quality Red Cross swim education program and boating education program are executed throughout the summer
  - Work with Bin Directors and Boating Director to implement education programs as outlined by Red Cross and the Hale Boating curriculum
  - Insure that waterfront space is conducive to quality aquatic education programs and instructors receive adequate support in program delivery
- ❖ Serve as primary liaison between aquatic programs and clients
  - Communicate with Partner Camp directors on a regular basis about program improvement ideas, safety and ongoing logistics
  - Facilitate effective communication with partner camp staff regarding beach regulations, staff expectations, and program feedback
- ❖ Schedule staff for additional programs on weekends and evening
  - Based on lifeguarding and boating needs for programs outside of regular camp day, schedule lifeguards as appropriate

#### **ESSENTIAL FUNCTIONS:**

- ❖ Able to observe, listen to, evaluate and act upon safety concerns related to a large waterfront operation
- ❖ Able to easily access all areas of Hale by foot
- ❖ Able to appropriately address camper and partner camp issues in person and on the phone
- ❖ Able to physically assist with facility upkeep at beach area
- ❖ Able to lead and facilitate rescues and emergency procedures