

Kingston's Camp

Job Description

Job Title: **Waterfront/Aquatics Specialist:
Boating/Canoeing/Kayaking/Sailing**

Reports to: *Camp Director*

Must be able to work as a Team Member with ALL of the Waterfront Staff

Position Purpose:

To further the mission of the camp through assisting in the planning of boating activities at the camp's waterfront. Deliver boating activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management to the physical operation of the boating facilities and equipment.

Essential Job Functions:

1. Deliver a fun boating program to campers
 - ♦ Write (with the help of the director) lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Supervise and Deliver creative boating program activities *include the specific boating programs offered at the camp such as canoeing, kayaking, sailing, etc.*
 - ♦ Evaluate the success of the boating programs and the development of the campers' abilities and skills in the watercrafts utilized.
2. Ensure that camp staff and campers know and follow safety and educational procedures in boating
 - ♦ Assist in the implementation of staff training for boating.
 - ♦ Train other staff in their boating responsibilities.
 - ♦ Ensure campers and staff follow safety procedures for boating.
3. Assist in the management and care of the physical facilities and equipment in the waterfront program area
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean waterfront area daily keeping it free of hazards and debris.
 - ♦ Inform Director verbally and in writing (maintenance log) of any repairs that need to be made.

Other Job Duties:

- ♦ Share Lifeguarding Responsibilities
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events on or near the waterfront.

Relationships:

Waterfront Staff will be in charge of maintaining First Aid kits and boating ability records. They will always be available for activities when not at waterfront. They are also responsible for health care and emergency plan outlines for emergency management and care.

Equipment Used:

Noodles, Waterfront Safety Equipment, Backboard, Canoes, Kayaks, Opti Sail boat, Sunfish, Puffer Sailboat, Rolling Log.

Qualifications (*Minimum qualifications and experience*)

- ♦ Current DEM Non-surf or Surf Lifeguard Certification.
- ♦ Current instructional certification in specified craft or related experience in that craft.
- ♦ Current certification in first aid and CPR.
- ♦ 2 years prior experience at Kingston's Camp Waterfront or a waterfront similar to the camp.
- ♦ Minimum Age: 17

Knowledge Skills and Abilities:

- ♦ Training and experience in ALL waterfront activities that are offered at Kingston's Camp.
- ♦ Desire and ability to work with children outdoors in the water.

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 able to swim 500 yds without stopping. Must be able to endure prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate waterfront equipment and waterfront 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. Willing 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 water conditions.

Schedule & Hours: 40 hours per week. Hours may be reduced due camper attendance and weather conditions.