

# **WATERFRONT COORDINATOR JOB DESCRIPTION FOR LAKEVIEW VILLAGES**

## **Required Qualifications**

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Current certifications in Lifeguarding, CPR, and First Aid.
3. Desire and ability to work with children outdoors.
4. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Experience in waterfront activities and maintenance is preferred.
3. Ability to accept supervision and guidance.
4. Ability to control and supervise peers and campers at the waterfront.
5. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Assistant Program Director in terms of program activities and staff assignments.

## **General Responsibilities**

1. Assume total care and responsibility for all waterfront activities related to camp programming. Work toward safety of all water activities by instructing counselors, campers, and staff in proper precautions.
2. A total commitment for the term of employment.
3. Understand, interpret, and maintain the camp's standards and policies.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Enforce all waterfront rules.
2. Oversee all waterfront activities to ensure the safety of campers and staff.
3. During staff training and throughout the summer, instruct counselors and staff on proper water safety for swimming and boating.
4. During staff training, instruct counselors and staff on emergency procedures, correct techniques for basic rescue, and proper methods for boating, canoeing, and kayaking.
5. Help set up the waterfront area during staff training.
6. Create a friendly but professional atmosphere on the beach with other staff, campers, parents, and visitors.

7. Conduct initial and end-of-summer inventory of all waterfront equipment.
8. Oversee a screening of the campers at the beginning of each program to determine which are capable of swimming in deep water and which are not.
9. Make sure all waterfront equipment is properly stored and properly functional at the end of the day. This includes lifejackets, oars, paddles, boats, canoes, innertubes, fishing poles and tackle, docks, basketball rim, rescue equipment, and any other equipment used at the waterfront.
10. Responsible for making all necessary repairs to waterfront equipment or bringing needed repairs to the attention of Assistant Maintenance who can accomplish them.
11. Keep bait available and fishing poles operational for campers wanting to fish.
12. Conduct daily check of waterfront area and equipment for safety and cleanliness.
13. Each morning, start the rescue boat to ensure the motor is working properly.
14. Rake beach and clean so that it is neat and attractive, free of sharp objects, unnecessary obstructions, or other safety hazards.
15. Daily bring lost and found items from the beach to the proper location.
16. With the Assistant Program Director, assist in planning, preparing, organizing, and leading all-camp water activities such as Water Olympics, Water Carnivals, Beach Games, etc...
17. Consult with the Program Director for waterfront rule changes, policy changes, or equipment additions.
18. Bring requests for needed equipment or supplies to the Program Director.
19. Tally up camper evaluations from the previous week.
20. On occasion lead Bible study and camper devotions.
21. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Villages.