
SUMMER CAMP WATERFRONT COORDINATOR

POSITION DESCRIPTION WAYZATA COMMUNITY CHURCH

POSITION SUMMARY

The WATERFRONT COORDINATOR oversees all programmatic activities involving water, in concordance with WSI training and Wayzata Community Church Camp Policy. The Waterfront Coordinator will develop and enforce all decisions necessary to promote safety as Camp's essential priority, as well as supervise and direct additional Staff assigned to assist at the waterfront. This position is held in conjunction with a Counselor position.

Key Responsibilities

- Coordinate and supervise lake activities, including all swimming, boating, water trampoline, canoes, paddleboards and water recreation.
- Oversee and support the lifeguards, including counseling staff assistants, in their placement and roles at the waterfront.
- Instill a positive and confident attitude (for campers) around activities at the waterfront, encouraging a fun energy, safe atmosphere and ability to interact within safe boundaries.
- Instill an attitude of proactive, vigilance around all water activities, from afternoon options, to program activities at the lake (for instance water Olympics, swim for breakfasts, etc.)
- Manage and direct all swim tests (for all age groups) to ensure each swimmer is able to swim adequately.
- Organize and implement buddy system.
- Check designated swim areas regularly.
- Attend Staff Meetings as needed.
- Check equipment regularly, including docks, life jackets and other emergency equipment.
- Communicate and uphold all rules of the waterfront. Communicate any lapses in rules to Camp Director.
- Work with Camp Nurse/Doctor to support any swimmers with chronic medical conditions or physical limitations.
- Train staff, and be prepared to lead any water rescues.
- Implement severe weather policy, as needed.

Essential Job Functions

- Emotional resiliency (handles stressful situations appropriately) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high paced, social environment
- Ability to establish and maintain appropriate professional relationships
- Ability to be focused each day, with an attitude that is energetic and upbeat.
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries
- Physical endurance to be on one's feet walking, bending, twisting, reaching above head, and carrying items, etc. In other words, being physically active, for 4 continuous hours and have the ability to run or walk fast 1/8 of a mile without stopping

- Ability to read, understand and follow printed instructions in English
- Ability to work in a variety of outside weather conditions – heat, cold, humidity, wind, precipitation, lake water recreation, wooded areas and environmental factors associated with the out of doors
- Ability to work as part of a team
- Eye-hand coordination and manual dexterity to manipulate program equipment and activities.
- Normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity), and lift up to 40 pounds.

Organizational Relationships

- Reports to and evaluated by Staff Director.
- Works closely with Camp Director, Program Team Director and Program Team.

Experience and Education

Required:

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church Summer Camp Ministry.
- Waterfront Lifeguarding certification with corresponding certifications in CPR/AED for the Professional Rescuer and First Aid
- Current Waterfront Lifeguarding Instructor certification
- Prior experience in the development and delivery of recreational program
- Experience supervising others
- Enjoys working with children and students

Preferred:

- Experience lifeguarding in non-pool locations—particularly lakes and rivers
- Proven leadership experience