

YMCA Camp Bernie

Summer Camp Job Description



Job Title: Aquatics Director

Reports To: Program Coordinator and Leadership Team

Position Purpose: The Aquatics Director furthers the mission of YMCA Camp Bernie through the planning and delivery of activities at the camp's pool and pond, which are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

Essential Job Functions:

- 1:** Plan, direct and supervise a safe and fun aquatics program.
 - a. Write, with the help of Aquatics Instructors, Pond Instructors and Assistants, lesson plans that meet camp goals and outcomes.
 - b. Evaluate aquatics skills of campers and staff.
 - c. Deliver creative swimming and watercraft program activities.

- 2:** Train and Supervise Aquatics Staff.
 - a. Assist in the planning and implementation of staff training.
 - b. Train aquatics and counselor staff on their responsibilities in the aquatics program area.
 - c. Supervise aquatics staff to provide a safe and high-quality program. Also, supervise the aquatics staff evaluation process.
 - d. Implement the scheduling of aquatics staff members.

- 3:** Manage the physical facilities and equipment in the aquatics program areas.
 - a. Set-up aquatics area prior to and during staff training.
 - b. Teach and monitor proper use and storage of equipment.
 - c. Conduct initial and end of season program inventory, and store equipment for safety.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested by Program Coordinator and/or Summer Camp Coordinators.
- b. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- c. Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- d. Attend meetings as requested by Program Coordinator, Summer Camp Coordinators, Senior Program Director and/or Executive Director.
- e. Any and all other added responsibilities as requested by Program Coordinator, Summer Camp Coordinators, Senior Program Director and/or Executive Director.

Qualifications:

- a. Must be at least 21 years of age.
- b. Must carry current certifications in CPR for the Professional Rescuer and ARC or YMCA Lifeguard certification.
- c. Certification in WSI or YMCA Swim Instruction preferred.
- d. Must have previous camp and pool operation experience, and demonstrate superior supervisory and leadership ability.
- e. Must submit health history record and examination form prior to first day of work.
- f. Must have the ability to lead activities, be a group leader, and be flexible.

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of a swim position could be endurance including 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.