

## **Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp**

### **Position Description 01/14**

**Position: Waterfront Director**

**Classification: Temporary Exempt (Seasonal)**

**Supervisor: Assistant Director**

### **General Function**

The Waterfront Director is responsible for planning and directing all waterfront activities, and is responsible for insuring that all *Lake Wenatchee YMCA Camp Waterfront Standards* are strictly adhered to by all staff, guests and campers. As a member of the director staff, the Waterfront Director will support the Assistant Director leadership role in camp and may assist camp by coordinating, organizing, and leading camp activities, or by providing administrative office support.

### **Position Requirements**

The Waterfront Director must have at least six weeks of similar experience and be an enthusiastic person can relate well with campers, staff, guests, and parents. This person must want to spend the summer working in a rustic camp setting. The Waterfront Director must be committed to the Wenatchee Valley YMCA mission, be an advocate for the four character values of Caring, Honesty, Respect, and Responsibility and the enhancement of developmental assets in children.

As part of the director staff, the Waterfront Director should be prepared take a leadership role in camp. This includes working with campers and staff to resolve personal conflicts, accepting private or public praise and/or criticism from other staff in an appropriate and professional manner, supporting other staff's decisions relating to their program areas, and leading by example. All staff are expected to act as positive role models to staff and participants by demonstrating the YMCA's core character values in all their interactions.

The job functions are performed in a rustic outdoor camp environment and in a variety of buildings and outdoor settings with varying weather conditions. Residence at the Lake Wenatchee YMCA Camp is required during the summer season as described in the letter of agreement (typically 6 weeks). Room and board is provided during seasonal employment. The Waterfront Director must have current Lifeguard certification or the equivalent, at least six weeks experience in a management or supervisory position at a similar aquatic area, current First Aid, CPR, and AED certification, a Washington State Food Handler's Permit, be at least 21 years old, and have a valid Driver's License with a satisfactory driving record. Other preferred current certifications include: Waterfront, Wilderness First Aid, and / or First Responder.

### **Essential Position Functions**

1. Maintain a safe, clean and fun environment that meets or exceeds Lake Wenatchee Y Waterfront Standards.
2. Train staff in proper waterfront procedures and practices which will include off site instruction.
3. Implement a waterfront program including canoeing, kayaking and swimming.
4. Train and supervise all lifeguards and lookouts, including weekly training sessions for lifeguards.
5. Schedule and regulate camper and staff usage of waterfront areas to insure appropriate lifeguard/lookout coverage for the number of people in the water.
6. Assume responsibility for the health/welfare of all participants entrusted to him/her.
7. Coordinate emergency response to all waterfront rescues in accordance with the camp's Waterfront Emergency Action Plan.
8. Develop and implement an adequate program to test and classify swimming ability for participants.
9. Regularly inspect, maintain, and clean aquatic areas, program equipment, and safety equipment to ensure a functional and safe beach, swimming area, and related equipment.
10. Coordinate with the Trip Director to ensure standards are met on offsite trips.
11. Maintain clean, attractive, safe, functional facilities and food service equipment that meet or exceed American Camping Association standards, Health Codes and YMCA standards.

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#### **Other Position Functions**

1. Work with the Camping Service Director to coordinate emergency response to the waterfront.
2. Maintain and deliver accurate records including a daily waterfront journal/log.
3. Prepare for, assist in leading, and actively participate in staff training and staff meetings.
4. Frequently standing, walking, hiking though rustic outdoor environments.
5. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
6. Act as a positive role model for campers and staff, demonstrating the values of Caring, Honesty, Respect, and Responsibility in the performance of job duties.
7. Provide leadership and administrative support as directed by coordinating, organizing, or leading camp activities or by providing administrative office support when the waterfront is not in use.
8. Provide input on staff performance to the Camping Services Director for the evaluation process.
9. Respond to emergency situations.
10. Perform other duties as may be assigned

#### **Key Result Areas**

This position has a primary impact on the effectiveness with which the YMCA accomplishes its mission, goals, and objectives. Successful Waterfront Director performance is evidenced by:

1. Safe, functional, and attractive waterfront area and equipment.
2. Enthusiasm and high morale of campers, staff, and volunteers.
3. A cohesive camp leadership team and positive working relationship with staff.
4. Positive parent and camper evaluations of waterfront activities.
5. Accurate recording of information.
6. Demonstrated increase in developmental assets of campers.
7. Participant safety to meet or exceed ACA and YMCA standards by compliance with Y policies, procedures, risk management guidelines, and ACA and Health Department standards.

#### **Equal Opportunity Employer**

The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Wenatchee Valley YMCA does not discriminate on the basis of race, creed, color, national origin, marital status, age, sex (including pregnancy), sexual orientation, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or other status protected by applicable local, state or federal law.

#### **Wenatchee Valley YMCA Mission**

The mission of the Wenatchee Valley YMCA is to strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind, and body for all.

#### **Disclaimer**

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of any type. Employment is “At-Will” and may be terminated at any time by the employee or employer with or without cause or notice.

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Employee Signature:

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Date: