



JOB DESCRIPTION: AQUATIC COORDINATOR

Camp Whitman on Seneca Lake

Status: Seasonal, Exempt

Reports To: Assistant Director

Supervisory Responsibility: Lifeguards (while engaged in aquatic activities).

Collaborates With: Camp Caretaker, Volunteers, Counselors, and other camp staff.

Skills, Experience, Knowledge and Abilities Needed:

- At least 21 years of age.
- 3 years of experience in a waterfront position.
- Current Lifeguard certification with Waterfront, CPR, First Aid and Water Safety Instructor certifications.
- Current Lifeguard Management certification.
- Knowledge of pool and waterfront management.
- Deep personal faith and an interest and willingness to participate in the faith formation aspects of camp.
- Interpersonal skills with demonstrated ability to relate to, teach and lead a variety of age groups including working with college-age counselors, and adult participants/volunteers.
- Strong communication, organizational, delegation and time management skills.
- Physical, spiritual and emotional stamina to maintain energy and patience during camp sessions.
- Experience and ability to live and work in an outdoor, rustic setting.

Job Responsibilities & Tasks:

- Set up pool and waterfront areas prior to camper arrival.
- Train all camp staff in responsibilities for aquatic activities.
- Evaluate aquatic abilities of staff and campers, and help campers adjust to activities.
- Review weekly schedules to make sure aquatic staffing ratios and other concerns are met.
- Supervise all pool and waterfront activities.
- Conduct observations of all lifeguards weekly and provide coaching, instruction and support.
- Check pool chemicals twice daily, making any needed adjustments.
- Check and refill gas in boats as needed, and do routine maintenance screenings.
- Approve and accommodate special waterfront events.

- Make determinations whether aquatic activities are safe, when conditions warrant.
- Conduct daily checks of equipment in the area for safety, cleanliness, and good repair.
- Follow New York State guidelines to provide a safe aquatic environment for campers.
- Meet periodically throughout the off-season with other team members to provide input, evaluation, and prepare the program for the upcoming year.
- Communicate regularly with the Executive Director regarding needs for the camp season including: order list for supplies and equipment and provide all details necessary for preparing events/off-site trips.
- Perform other tasks that may be assigned by the Executive Director.