

Job Description For The Aquatics Director

Minimum Qualifications

- 3 Seasons of experience and Training in waterfront activities and management
- Current American Red Cross Water Safety Instructor certification or Current certificate determined by the State Commissioner of Health to provide an adequate level of similar training
- Current American Red Cross lifeguard Training and Waterfront Lifeguard Training certifications or Current certificate determined by the State Commissioner of Health to provide an adequate level of similar training
- Current American Red Cross Canoeing instructor's certification or Current certificate determined by the State Commissioner of Health to provide an adequate level of similar training (preferred)
- Maintain certification in cardiopulmonary resuscitation (CPR), Not exceeding one year in duration, in CPR for the Professional Rescuer issued by the American Red Cross or a certification determined by the State commissioner of Health to provided an adequate level of CPR training.
- Ability to schedule and supervise staff
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability Enthusiasm, sense of humor, patience, and self-control
- 21 years of age or older

Responsible To:

Summer Director

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibility

To plan, direct, and supervise camp's Aquatics program.

Specific Responsibilities

- Set up lake, waterfront and pool area during staff training.
- Teach staff their responsibilities in activities during staff training.
- Teach and monitor proper use of equipment.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment and make (or file for) repairs.
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Write (with help of activity assistants) and check all lesson plans to make sure they foster participants' aquatic skills.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Award recognition and participation certificates to campers, when earned.
- Evaluate aquatic abilities of staff and campers.
- Plan and work with others during special events (i.e., college days for lake activities).
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.

- Assist in packing all materials and supplies at end of season.
- Evaluate current season and make suggestions for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Job Description For The Aquatics Director Continued

Essential Functions

Must be able to

Use office equipment and computer
 Use telephone and Radio
 Order supplies
 Carry and load supplies
 Relate to camper needs
 Keep neat, orderly and file records
 Lift/assist campers or staff
 Read prescriptions and health exams from physicians
 Get to remote locations on camp property quickly
 Observe and assess unsanitary or unhealthy conditions of camp
 Train staffs
 Observe camper behavior
 Identify and respond to hazards
 Work with different age and skill levels
 Plan and conduct activity
 Assist campers in emergency (fire, evacuation, illness, or injury)
 Observe loading and unloading of buses and vans
 Possess strength and endurance required to maintain constant supervision of campers.

WORK HOURS: Work week will be from Sunday approximately 11:00 AM until Saturday after the campers depart around 1:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the Activities Director, and the Summer Directors.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.

ON DUTY: Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

BUSSING: Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF

I have read the above job description and understand my responsibilities.

Print Name

Date

Signature

Date