

**ASHLAND FAMILY YMCA
YMCA Camp DeBoer**

Title: Aquatics Program Coordinator

Supervisor: Camp Operations Director

Dates: Seasonal, July 5th – August 13th

Compensation: \$500-550/week (includes working some weekend programs)

Housing (in staff cabins) and meals are provided during camp sessions

POSITION SUMMARY:

The Aquatics Program Coordinator provides leadership for the summer camp program as well as overseeing all aspects of the waterfront programming at camp. Responsibilities include coaching and supervising staff, working with campers, managing the day to day operations of camp and waterfront, and assisting in problem solving as unique and challenging situations arise. Program Coordinators are supervised by the Camp Operations Director and perform other duties as assigned.

ESSENTIAL FUNCTIONS:

- Promote a positive environment that fosters safety, fun and our YMCA values, whilst uphold, model, and enforce camp policies and code of conduct.
- Connect with each camper quickly, and make campers feel welcome and included. Treat every camper fairly and equally regardless of circumstances and abilities, making each feel good about themselves and encouraging a fun environment.
- Supervise staff, which will include: coaching, teaching, modeling, reinforcing, assisting with difficult situations and correcting behavior. Also, establishing, communicating and positively reinforcing performance standards for staff including mid-summer and end of summer evaluations.
- Make a conscious effort to get to know staff as individuals: interests, working style, strengths, areas for improvement, putting a conscious effort into ensuring that it is an impactful, enjoyable summer for staff too.
- Help facilitate daily programming and activities. Add creativity and variety to the camp program with the help of the camp operations director and camp staff.
- Be a part of weekend programs and work various weekend events as assigned.
- Assist with weekend programs in addition to traditional camp programs.

Aquatics

1. Plan, direct, and supervise, and implement a safe and fun waterfront program
2. Train and supervise waterfront staff
 - Assist in the planning and implementation of staff training.
 - Train waterfront and counseling staff in their waterfront responsibilities.
 - Supervise waterfront staff to provide a safe and high-quality program.
 - Supervise the waterfront staff evaluation process.
3. Manage the physical facilities and equipment in the waterfront program area
 - Oversee daily set up and take down of waterfront area.
 - Teach and monitor proper use of equipment.
 - Check equipment, and make or request repairs.
 - Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - Survey waterfront area daily, and keep the area free of hazards and debris.

4. In addition to supervision and management, play a daily, hands-on role of guarding, running programs, and being the primary operator for all waterfront activities.

JOB REQUIREMENTS:

- Previous camp staff experience or equivalent preferred.
- Practical knowledge of lakefront aquatic programming, safety and risk management, as well as staff supervision.
- Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve youth.
- Ability to train, motivate, support, share insights & ideas with, and supervise resident camp staff; communicate openly with supervisor; organize, facilitate, and evaluate camp activities; support and connect with campers; perform duties as specified in job description and by supervisor; behave as an appropriate positive role model in all camp activities.
- Current CPR, First Aid, AED certifications for duration of the season required. Online trainings and Child Abuse prevention training within 30 days of hire date.
- **Lifeguard certification required.**
- **Must successfully pass background check.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk or hear. The employee is frequently required to stand, walk, use hands, and reach with hands and arms.
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- Must frequently lift or move up to 50 pounds and occasionally lift or move a higher amount.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must participate in programming outdoors.
- Must be physically able to perform aquatic rescues.

Signature: _____ Date: _____

The statements of this job description are intended to describe the general nature and level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.