



Job Description

Job Title: Waterfront Coordinator
Reports To: Program Director and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Waterfront Coordinator supports the mission of Camp Timbers through the planning, development, and delivery of safe, fun, inclusive, and age-appropriate waterfront and aquatic activities. The Waterfront Coordinator oversees the day-to-day operation of the waterfront program, including the supervision and training of waterfront staff, scheduling, aquatic safety procedures, facilities, watercraft, equipment, and supplies. The position serves as a positive role model for campers and staff and is a member of the Summer Leadership Team.

ESSENTIAL FUNCTIONS:

- Serves as the designated Aquatic Supervisor and remains present during aquatic activities.
- Assists with planning and implementing waterfront and aquatic training during staff orientation and provides ongoing in-service training throughout the summer as needed.
- Trains waterfront and counseling staff on their responsibilities around the waterfront, including camper supervision, aquatic safety procedures, emergency response, watercraft safety, accountability systems, and their role during water-related emergencies.
- Works with the Program Director and Executive Director to implement applicable Michigan licensing requirements, ACA standards, YMCA policies, and Camp Timbers aquatic procedures.
- Plans and implements safe, engaging, age- and ability-appropriate waterfront activities and programming.
- Supervises waterfront activities and staff to provide a safe, inclusive, and high-quality program experience.
- Develops and maintains the waterfront staffing schedule, ensuring appropriately qualified staff are assigned to required positions and activities.
- Evaluates lifeguards and other waterfront staff throughout the season and communicates performance concerns and training needs to the Program Director.
- Ensures required rescue equipment, emergency equipment, first aid supplies, and other waterfront safety equipment are present, accessible, appropriate, and maintained in good working order.
- Surveys the waterfront area daily and keeps docks, shorelines, activity areas, launch areas, and surrounding spaces free of hazards, debris, and unsafe conditions and ensures waterfront facilities, equipment, rescue equipment, and activity areas for safety, cleanliness, functionality, and good repair.
- Sets up the waterfront area and equipment prior to the beginning of the camp season and ensures the area is appropriately prepared for daily operations.
- Ensures all watercraft are maintained in safe, seaworthy condition and that propulsion devices are maintained and used appropriately.
- Ensures required personal flotation devices are appropriately sized, in good condition, and available for applicable watercraft and aquatic activities.
- Conducts beginning- and end-of-season inventories of waterfront equipment, watercraft, rescue equipment, and supplies and maintains accurate records as assigned.
- Submits requests and orders for waterfront equipment and supplies in a timely manner and communicates maintenance or replacement needs to the Program Director.
- Removes damaged, unsafe, or questionable equipment from service until it has been evaluated and repaired or replaced.
- Ensures camper aquatic ability classifications, buddy/accountability systems, check-in/check-out procedures, and other required waterfront supervision procedures are consistently implemented.
- Leads or assists with emergency drills and ongoing practice of aquatic emergency procedures to ensure waterfront and other involved staff understand their responsibilities.

- Has the authority and responsibility to immediately stop, modify, or postpone an aquatic activity when conditions are unsafe or when required safety procedures are not being followed.
- Monitors weather and environmental conditions and communicates with camp leadership regarding conditions that may require modification, suspension, or evacuation of waterfront activities.
- Responds to aquatic emergencies and incidents within the scope of training and certification and coordinates the implementation of the aquatic emergency plan.
- Documents and promptly reports accidents, injuries, rescues, equipment failures, unusual incidents, and other safety concerns according to Camp Timbers procedures.
- Conducts appropriate post-incident reviews and communicates identified training, equipment, procedural, or facility needs to camp leadership.
- Performs other functions necessary for the safe, efficient, and successful operation of Camp Timbers and the overall camper experience.

QUALIFICATIONS:

- Minimum age 19
- Current Lifeguard certification required
- Ability to recognize and respond appropriately to aquatic hazards, changing environmental conditions, and emergency situations.
- Ability to teach and reinforce aquatic safety procedures with both campers and staff.
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Experience working with children or youth in camp, aquatics, education, recreation, or a related setting.
- Previous camp and aquatic leadership experience preferred.
- Experience with boating, canoeing, kayaking, or other watercraft activities preferred
- Valid driver's license preferred

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description, and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE