



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA – WATERFRONT DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Previous leadership and supervisory experience
3. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth and staff in wilderness and in-camp settings
4. Certified in Standard First Aid/Wilderness First Aid (WFA), CPR and Lifeguard or Wilderness Water Safety (Certifications may be obtained through Camp Manito-wish prior to first day of work)
5. Certified Lifeguard Instructor (LGI) and/or Water Safety Instructor (WSI) (preferred)
6. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
7. Good written, organizational and verbal communication skills
8. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to manage staff and schedule the day to day activities of campers
2. Ability to teach swimming skills to participants of various skill levels
3. Ability to operate a motor boat
4. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
5. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
6. Ability to effectively communicate and work with staff as related to skill levels, providing necessary coordination, instruction, and training especially as it pertains to program risk management
7. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
8. Able and willing to accommodate and provide equitable experiences to diverse groups of people
9. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
10. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
11. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
12. Able to carry a 75 pound canoe and up to 50 pound portage pack or backpack
13. Able to canoe or kayak for up to 12 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Promote Waterfront safety procedures amongst the staff and campers
2. Periodic Waterfront Staff training regarding safety/rescue procedures throughout the sessions
3. Supervise and mentor all Waterfront Staff, including:
 - Assignment of staff responsibilities and duties as per waterfront needs
 - Creation of staff work schedule and time-off schedule, based on programming needs
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
4. Coordinate programs with Sailing, Pier, and Boathouse

5. Complete lesson plans during training week with updates following throughout the summer
6. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt collection and labeling, credit card reconciliation, expense tracking, appropriate use of funds)
7. Assist in the stewardship of Camp, the Program Office (PO) and Summer Camp program spaces; maintain a high standard of cleanliness in work areas, staff and participant housing, and assist in detail and special projects around Camp
8. Supervise detail and other special details assigned to Waterfront team
9. Actively participate in training and lead designated training sessions
10. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
11. Attend each meal when not on time-off
12. Deliver meal announcements as it pertains to the Waterfront, including coaching period details
13. Participate in evening activities, opening/closing day events, and special activities as assigned
14. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
15. Display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
16. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
17. Be prepared to serve as one of Camp's drivers, as necessary
18. Proof read communications to families as needed, including opening and closing letters and postcards
19. Submit a report at the end each session and the end of the summer season as instructed by supervisor
20. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
21. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
22. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
23. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
24. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
25. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
26. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
27. Perform other duties as assigned

TIME OFF:

1. Two 24-hour period and two 12-hour periods off per session
2. Any other time off at the discretion of the Program Director