



YMCA CAMP CONISTON

ASSISTANT PROGRAM AREA DIRECTOR- WATERFRONT

JOB DESCRIPTION

Overview:

- To assist the Waterfront Director and act in lieu of him/her when needed to be responsible for the waterfronts all the time, not just during swim lessons.
- Must have current Lifeguard Instructor certification (this includes CPR/AED/First Aid) & WSI Certification.
- This person needs the knowledge and experience to make judgments concerning participants, equipment, facilities, safety considerations, supervision, execution and procedures for the activity.
- Assist the Waterfront Director to provide training and supervision to enable the rest of activity staff to carry out their responsibilities even when the supervisor is not present.
- This role requires organized, positive management of lifeguard staff and swim instructors to maintain a safe waterfront at all times for everyone in the Coniston community.
- The Assistant Waterfront Director(s) report to the Waterfront Director.

Responsibilities:

- During Director Days Training and Staff Week, go over technical aspects of all swim strokes and how to teach campers in a fun and educational way. This includes ongoing education throughout the summer as needed.
- Help instruct all certified lifeguard staff on search procedures for missing bathers and run practices and drills during pre-camp training and intermittently in the summer.
- Run boating tests with the Waterfront Director & other Assistant Waterfront Directors during staff training week for all non-lifeguard staff and every check in day for campers.
- During swim lessons, check campers and staff in and out of specific areas of the waterfront and to monitor the number of campers in the water, making sure that all are present and accounted for.
- Supervise the staff in their swim lesson instruction, providing help and assistance when necessary. Provide praise and critique with supervisory feedback.
- Ensure that there are enough instructors during days off to provide proper instruction and safety in swim lessons.
- Maintain a safe and clean program area, provide sufficient guard tubes on the dock and enforce all waterfront rules.
- Run free swim every day with the help of the other waterfront directors, running a buddy check every 5-8 minutes and ensuring that every swimmer is checked in and out and accounted for.
- Run siesta swim for staff children and out of cabin staff.
- Be organized and responsible for the master list of campers that did not pass the boating test, and update it as they retest and the results change. Be sure that the program office also knows to allow the camper to do other water activities.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.

- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors with any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.

Things to Know:

- In case of lightning, skiers and boats should be brought in immediately and campers should not go into the water for at least 20 minutes after the last lightning or thunder. The waterfront directors should communicate with Senior Staff, Nurses, and Waterski regarding weather via the walkie talkie radios.