



Job Title: Seasonal Program Lead: Waterfront
Department: Program
Reports to: Resident Camp Director

Job Summary

The Seasonal Program Lead: Waterfront is responsible for planning, directing, and supervising the waterfront programs and facilities of the camp. The Program Lead will work directly with Lead Counselors and other camp staff to ensure that adequate waterfront opportunities are available to all campers. The Program Lead will provide a safe, fun, and nurturing environment for campers to learn new skills and to improve old ones. The Program Lead will have a positive attitude toward the program area and camp in general. Resident camp employment is seasonal, with dates of employment approximately May – August.

Essential Duties and Responsibilities

1. Follow established procedures for supervising camper health and enforcing all safety regulations.
2. Assume responsibility for health and safety of campers.
3. Maintain positive relations with families, visitors, and the public at all times.
4. Follow all camp rules and regulations and enforce them among campers and staff.
5. Actively participate in staff training and meetings.
6. Work cooperatively with unit, program, and administrative staff to provide an enjoyable environment for all campers.
7. Provide opportunities so that each camper will have a positive camping experience.
8. Participate and instruct campers in emergency procedures.
9. Assist each camper and staff member in meeting personal goals and those established by the camp for camper and staff development.
10. Respond to and provide opportunities for discussion of individual or group problems or concerns.
11. Guide activities and experiences through use of girl planning and Girl Scout Program.
12. Teach and assist in activity areas assigned and participate in all other assigned events.
13. Develop and operate a meaningful Waterfront Program geared to the ages, interests, and abilities of the campers.
14. Conduct an initial pre-camp inventory in your program area and store equipment for safety.
15. Conduct a daily check of program area and equipment for safety, cleanliness, and good repair.
16. Schedule waterfront staff rotations for both pool and lake activities – to include lifeguarding and cleaning responsibilities.
17. During specialty waterfront sessions, make sure the appropriate number of waterfront staff are available.
18. Teach and assist in all waterfront areas.
19. Teach and monitor proper use of equipment and facilities.
20. Conduct mid-summer and end-of-summer evaluations for all waterfront staff.
21. Clean, store, and pack away and inventory all materials and supplies at the end of the camp season.
22. During staff training, instruct staff of their responsibilities to you in your activity area.
23. In cooperation with waterfront staff, develop and check all lesson plans to make sure they foster participants' aquatic skills.
24. Schedule drills on a regular basis.
25. Assist in testing swimming ability of all campers and go over pool rules with the campers at the beginning of each session.

26. Keep the program area in good order and good repair.
27. Conduct mid-summer and end-of-summer evaluations for all Waterfront Staff.
28. Clean, store, and pack away all materials and supplies at the end of the camp season.
29. Keep records on all Waterfront Program participants to track progress through each level.
30. At the end of the camp season, prepare an evaluation and summary of current camp season including inventories and recommendations for the following camp season.
31. Submit all required paperwork on time.
32. Other duties as assigned or required.

Minimum Qualifications

1. Must have current GSUSA membership and be at least 21 years old.
2. Current First Aid and CPR certifications or the willingness and ability to obtain.
3. Current Lifeguard certification.
4. Training and/or experience in waterfront activities and management.
5. Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
6. Sound judgment and problem-solving skills for dealing with daily issues in a variety of situations.
7. Ability to work effectively with people from diverse backgrounds.
8. Patience to deal with 5 or more people at the same time.
9. Ability to lift and move equipment weighing approximately 25 pounds.
10. Ability to endure occasional exposure to sun, heat, and animals such as bugs, snakes, bats, etc.
11. Physically able to move about the camp property in various environmental conditions.
12. Ability to speak distinctly to communicate with members and staff on the phone or in person.
13. Desire and ability to work with and relate to children and one's peers.
14. Willingness to accept supervision and guidance.
15. Act as a team player with the desire to do whatever is necessary to make the total camp program successful.
16. Ability to live in an assigned area with staff for the duration of the camp season.
17. This position is a Safety Sensitive position.