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FOR SOCIAL RESPONSIBILITY

## YMCA Hayo-Went-Ha Camps JOB DESCRIPTION

Job Title: **Waterfront Coordinator**  
Classification: Exempt (Seasonal)  
Salary: As noted on your camp employment agreement  
Other Compensation: Room and Board  
Reports to: Camp Director  
Revision/Review Date: March 2022

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### POSITION SUMMARY

The Waterfront Coordinator is responsible to further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

### ESSENTIAL FUNCTIONS

- 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.
- Implement the scheduling of waterfront staff.
- Directly supervise other aquatic staff.
- Manage the physical facilities and equipment in the waterfront program area
- Set up the waterfront area prior to and during staff training.
- Teach and monitor proper use of equipment.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment, and make (or file for) repairs.
- Conduct a daily check of equipment for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
- Survey the waterfront area daily, and keep the area free of hazards and debris.
- Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
- Work with Program Coordinator to develop a program curriculum, awards programs, and leadership programs.
- Assist in the planning of any special events on or near the waterfront.
- Participate in management and staff meetings.
- Evaluating lifeguards and lifeguard staff.
- Ensure lifeguards have appropriate required rescue equipment in good working order and are sent on trips if water related.
- Maintain water worthiness of all watercrafts and propulsion devices.
- In conjunction with the camp director and other staff, manage the control boat fleet.
- In conjunction with the camp director, conduct inservice as needed.
- Assist Trip Shack with sailing, scuba, and canoeing trips.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

REQUIREMENTS/QUALIFICATIONS:

- Previous experience in residential camping.
- Current certification in first aid and CPR.
- Current lifeguard certification.
- Prior experience in the development and delivery of recreational programs.
- Experience in supervising others, especially peers, is desirable.
- Have a valid and up to date Michigan boaters license. ([Click here for that information.](#))

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others' abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & 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.

- The Waterfront Coordinator must have the ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper and staff 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 endurance required to maintain constant supervision of campers and staff.

EFFECT ON END RESULTS

The Waterfront Coordinator at YMCA Hayo-Went-Ha Camps play a vital role to ensure the best possible experience for the campers. The end result will be measured by the quality of safety, training, organization, and preparedness of the waterfront program.

**Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**

SIGNATURE:

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 the YMCA Hayo-Went-Ha Camps. 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.

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Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_



