



Job posting for: Waterfront/Aquatics Director

Location: Camp Bovey – Residential Summer Camp in Gordon, WI

Reports to: Program Director

Status: Seasonal, June 17 – August 11, No programs: July 2-5, Typically Saturday and Sunday off, but schedule varies

Broad Scope and function of Job:

To further the vision of the Camp Bovey 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. Design daily programming at the direction of the Program Director. Utilize counselors and LITs (Leaders in Training) as assistants in program delivery. Oversee the waterfront and scheduling of lifeguards and all safety procedures daily.

Purpose and Core Values: The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

Major Job Responsibilities:

Is responsible for, but not limited to the following functions:

1. Plan, direct, and supervise a safe and fun waterfront program.
 - Write lesson plans that meet camp goals.
 - Evaluate aquatics abilities of campers and staff.
 - Deliver creative water play and watercraft program activities.
2. Train and supervise all staff on waterfront safety
 - Assist in the planning and implementation of staff training.
 - Train 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.
3. Manage the physical facilities and equipment in the waterfront program area.
 - Set up 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 waterfront area daily, and keep the area free of hazards and debris.

4. 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 Director and Outdoor Skills Director 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.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Monitor weather patterns and plan or adjust programming accordingly for the safety or quality experience of the campers.

Relationships:

The Waterfront Director is expected to maintain positive and professional relationships with the maintenance team in terms of facility and equipment needs or repairs. This position will require regular coordination with the Program Director and activity leaders and a positive working relationship with and youth leaders (Junior Counselors and Leaders in Training). The Waterfront Director will work closely with the health care staff to ensure medical needs of campers are met and that a clear emergency management plan is in place for activities related to the waterfront. The Waterfront Director is expected to create and maintain professional communication with the camp business administrator, other East Side Neighborhood Services staff, and caregivers of campers at drop-off and pick-up.

Equipment Used:

Canoes (lake and river), rowboat, fishing poles, lifeguard equipment, fishing nets, docks, hammer, drill, paint, shovel, cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum.

Job Requirements and Qualifications *(Minimum qualifications and experience)*

- Previous experience in residential camping is desirable.
- Current certification in Lifeguard, First Aid, CPR, AED **(or willingness and ability to become certified, paid for by Camp Bovey, before the season begins)**.
- Prior experience in the development and delivery of recreational programs.
- Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- Training and experience instructing or leading watercraft activities and fishing.
- Ability to schedule and supervise staff.
- Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (ages 7 and up with varying skills) 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.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate 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.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

Compensation: \$2,365.00 seasonal total / \$55 daily rate

Application deadline: February 1, 2019

Apply directly online: <https://goo.gl/forms/xvi2she72za40BW33>

Resume and cover letter should be submitted along with the application using the above link. If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to campboveyHR@gmail.com ; or visit our website at www.esns.org

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.