

# Camp McBride – Waterfront Director

## Burlington Area YMCA

**Job Title:** Waterfront Director

**Grade:**

**Department:** Camp

**Date:** 2019

**Accountable to:** On Site Director

**FSLA Type:** Seasonal

### **Member Service Responsibilities**

Burlington Area YMCA employees are relationship builders. Each employee's role is to build relationships with and between members, volunteers, staff and the communities we serve. Y employees are expected to:

- Smile and say hello to everyone you see.
- Introduce yourself to members.
- Introduce members to other members.
- Take responsibility for creating great experience for members and guests.
- Take ownership for things you see around the Y, such as picking up trash, towels, etc., or assisting a member in need.
- Set a good example by practicing and implementing the Y's missions and values of caring, honesty, respect, responsibility every day.
- Thank members for choosing to spend a part of their day at the Y.
- Thank volunteers every time they lend a hand.
- Appreciate and respect colleagues.

### **General Function**

Maintains safe swimming conditions. Implement a safe, controlled environment and fun filled program centered on activities appropriate for children ages 4-13.

### **Entry Requirements**

1. 18 years of age or older.
2. CPR/First Aid certification.
3. Current Lifeguard Certification.
4. High school graduate or equivalent.
5. One year or more of college preferred.
6. Previous experience working with children preferably in a day camp in one or more of the following areas: outdoor living, boating, songs, skits, sports, recreational games.

### **Job Requirements**

Promotes a positive environment with children, staff and parents. Appreciates the needs of children. Must be patient and enthusiastic.

### **Principal Activities**

1. Plan and implements program activities for campers in waterfront safety, boating and canoeing.
2. Maintains safe swimming conditions. Prevents accidents by maintaining constant observation of the waterfront area, enforcing health and safety rules and maintaining emergency readiness.
3. Assist in free time activities and planning of group games.
4. Follows the Burlington Area YMCA policies and procedures, including those related to disciplinary situations, child abuse prevention and emergencies.
5. Assist in the planning and implementation of all camp special events each week.
6. Assist in preparing for the parents' luncheon program.
7. Responsible for the bus program for two weeks throughout the summer.
8. Maintain accurate and detailed documentation on incident and accident reports.
9. Help with skits, awards, and other assigned duties for the parents' luncheon program.
10. Maintain positive relations with the participants, parents, volunteers, and co-workers.
11. Other duties as assigned by the on-site director.