



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## RED WING YMCA JOB DESCRIPTION

Job Title: Waterfront Director

FLSA Status: Seasonal

Leadership Level: Leader

Reports to: Camp Pepin Director, Program Director

Starting Pay Rate: \$450/week

Revision Date: 12/11/23

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### POSITION SUMMARY:

The Waterfront Director is a very important position because of the significant role Lake Pepin plays in risk management at camp. The lake and the waterfront have some of the highest potential for participant risk, so it is crucial that the Waterfront Director is aware of all operating and safety procedures. The major role of the Waterfront Director is to make sure that their lifeguarding staff – and all staff – are aware of the rules of the waterfront and what to do in an emergency, and that those expectations are followed at all times. The Waterfront Director works with lifeguards through in-service sessions to discuss specific situations and skills relating to our waterfront, as well as administers our Waterfront Emergency Drills to assess the actions and response times in the case of an emergency.

The Waterfront Director is a primary instructor for all waterfront classes – which include kayaking, canoeing, stand-up paddleboarding, sailing, and swimming. They also observe and evaluate counselors on their teaching proficiency for waterfront classes and documents these observations. Equipment inspections and inventory is also a regular task, to ensure that all equipment is available and functioning properly.

Essentially, camp's waterfront is the domain of the Waterfront Director. They make all safety calls regarding weather or water quality, lifeguard coverage, participant swim tests, and more – in collaboration with the Camp Director. Lake Pepin does pose significant risks, but is also one of the defining features of our camp, and should be celebrated as such – starting with Camp Pepin's Waterfront Director.

### ESSENTIAL FUNCTIONS:

1. Become familiarized with and carry out the Standard Operating Procedures for all Waterfront activities.
2. Perform daily basic maintenance and required safety checks of all equipment used.
3. Create or adapt curriculum relating to program area.
4. Lead any staff trainings in program area and evaluate staff performances throughout the summer.
5. Assist in the preparation and planning of staff training, serve as a support system to counselors throughout the summer.
6. Applies basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
7. Exemplify all expectations of counselors through actions – lead by example.
8. Assures campers are properly supervised at all times.
9. Lead and/or participate in camp activities during the day and evenings, including meals. Program staff should be visibly present to both counselors and campers throughout the day.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Program Staff will be midmorning Sundays through Friday evenings. Camp Pepin Program Staff will assist with the preparation and planning of Staff Training via virtual meetings before camp starts. Program Staff are expected to be onsite 24 hours a day when camp is in operation. There are times when staff will be off or away from children when camp is in session, though the camp director will develop a schedule of duty times.

## WORK ENVIRONMENT AND 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.

- Visual/auditory ability to identify/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.
- Some physical requirements of a Program Staff position could be endurance, including prolonged standing, some bending, stooping, and walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities, the ability to lift up to 50 lbs.
- Requires normal range of hearing/eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

## TRAVEL

Camp Pepin Program Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing areas to retrieve a van from the Red Wing YMCA fleet.

## QUALIFICATIONS:

1. Must be at least 19 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification).
3. Must be able to obtain or become certified as a Lifeguard (camp can provide certification).
4. Demonstrate knowledge and skill in program area.
5. Ability to serve in a leadership position for camp staff.
6. Ability to schedule and supervise children.
7. Desire and ability to work with children outdoors.
8. Ability to interact with all age levels.
9. Ability to relate to youth and adults in a positive manner.
10. Ability to communicate and work with diverse participant needs and provide necessary instruction to campers and staff.
11. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
12. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

## AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## SIGNATURES

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_