

QUINIPET JOB DESCRIPTION

Quinipet is a ministry of the New York Annual Conference of the United Methodist Church. All staff are a part of the ministry that takes place at Quinipet and are part of a team of persons, each doing different tasks and each supporting the other in a common summer camp ministry to children, youth, and adults.

POSITION: Waterfront Director

SUPERVISOR: Director

QUALIFICATIONS:

- At least 21 years of age
- Understanding of and personal commitment to Christian Faith
- Desire and ability to work with children, youth and adults
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Current in all certifications required for lifeguards & water safety instructors
- Ability to teach activities and develop curriculum
- Ability to respond quickly and responsibly in an emergency

GENERAL RESPONSIBILITY:

To serve as head lifeguard carefully watching over all waterfront activities and to respond quickly and responsibly in an emergency as well as to lead waterfront games and programming. All staff are expected to participate in camp activities including orientation, chapel, campfires, all-camp, vespers and skit-night.

PRIMARY RESPONSIBILITIES:

- To assign lifeguards to swimming or activity areas
- To be constantly alert for signs of potential drowning and other emergencies
- To communicate and implement safety rules and regulations
- To be aware of and report needs for maintenance of the waterfront area
- To set-up and clean the waterfront area during pre-camp
- To keep the waterfront area neat and clean
- To ensure waterfront is set-up each day
- To conduct swim tests at the beginning of each week
- To prepare in-service training events
- To ensure cleaning the waterfront bathrooms in Otterbein is done
- To prepare swim lesson curriculum
- To lead in teaching swimming lessons for day camp
- To help lead day camp activities on rain days (during said groups scheduled waterfront time)
- To assist day camp during lunch times

- To prepare waterfront activities e.g. water carnival
- To obtain materials for water activities
- To check all safety equipment and report needs
- To fill out opening and closing reports each day
- To oversee all boating and waterfront use
- To schedule lifeguards for off site trips

SECONDARY RESPONSIBILITIES:

- To assist as requested and assigned with other camp function and activities
- To help with counselor relief for breaks
- To stay in cabins overnight with campers as needed
- To participate in committee activity planning/leading
- To assist with other leadership staff in the event of an emergency