

YWCA NORTHERN NEW JERSEY
JOB DESCRIPTION

Job Title: Summer Waterfront Manager
Supervisor's Title: Director of Youth Development
Department: Camp
Date Created: December 2021

To Be Completed by Human Resources

Job Code: SEASONAL/CONTRACT
FLSA Status: Exempt

Job Summary

The Summer Aquatics Manager primary responsibilities will include, but not be limited to: overseeing and coordinating the YWCA Mahwah Camp's waterfront, swimming and boating activities during all 9 weeks of camp. This position will identify and meet camper needs, and will operate waterfront programs in compliance with the American Red Cross requirements for water safety.

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

- Evaluate all waterfront supplies prior to start of camp, review Waterfront Safety Plan and present to Department of Health.
- Work with Camp Director to create and facilitate full day of swim, boating and water games to fully utilize the lakefront.
- Ensure the general safety of campers and staff at the waterfront.
- Hire and train new lifeguards at the beginning of each summer, orientate guard to the waterfront activities with their accompanying hazards/risks, and to ensure that all lifeguard staff can implement the Emergency Action Plan and other YWCA policies specific to the waterfront.
- Inspect facilities and equipment daily, report any problems to the Director
- Supervise the lifeguard team.
- Develop the weekly lifeguard schedule.
- Develop swim lesson schedule and weekly progress tracker
- Issue end of year certificates for all camp participants
- Provide ongoing support of lifeguard staff through regular oral and written feedback.
- Manage the daily assignments, rotations, breaks, etc. and assign other duties as needed to support the overall mission of camp.
- Manage any waterfront emergencies.
- Provide leadership during any waterfront emergency.
- Complete appropriate follow-up documentation for any waterfront emergency or rescue.
- Work closely with the Director and Assistant Director to schedule/reschedule activities and to assign guards to provide extra staff in other areas as needs arise.
- Lifeguard at the waterfront for swim times, and boating.
- Perform weekly skills, conditioning tests, and attend appropriate in-service training.
- Participate in all camp activities
- Keep waterfront free of hazards, beach raked, and equipment maintained.
- Join in camp set up and close out, weekly planning meetings and give feedback into staff roles and camp needs
- Perform all other duties and roles assigned by the Director or Assistant Director.

Qualifications

Education/Experience:

- Bachelor's degree in related field or equivalent.
- One to two years related experience in aquatics programming
- Must be at least 21 years of age.

Licensing and/or Certifications: Must have current:

Water Safety Instructor and/ or Lifeguard Instructor certification

First Aid/ CPR/ O2 certification

Lifeguard Management Certification

Waterfront/Boating Experience Certification

Skills and Abilities:

- Ability to manage multiple program areas.
- Ability to relate effectively to diverse groups of people

Physical Requirements: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position holder must be able to move about freely - walk, stand, climb, stoop and kneel. This position also requires the individual to be a strong swimmer as they oversee lifeguards and may have to assist in case of drowning or other medical emergencies.

Travel, (If applicable)

Additional Comments

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership