

**Girl Scouts of Central Maryland
Resident Camp Position Description
Camp Conowingo**

Date: February 2018

Title: **Waterfront Manager**

Department: Membership, Volunteerism and Programs

Reports to: Program Director

Position Summary: The Waterfront Manager organizes and manages activities at the waterfront consistent with Girl Scout **Volunteer Essentials** Standards, American Camp Association standards, and local regulations. The Waterfront Manager integrates waterfront activities with unit plans and other specialized camp event(s). The incumbent also directs and supervises any waterfront staff.

Essential Duties and Responsibilities:

- Develops and implements waterfront activities with waterfront staff.
- Supervises waterfront staff, performs weekly evaluations of waterfront staff.
- Tests swimming abilities of all campers and staff in the beginning of each week.
- Maintains proper waterfront supervision ratios in all waterfront activities while ensuring proper waterfront staff time-off.
- Assures water safety instruction is scheduled for swimming, diving, boating, canoeing and other water-related activities.
- Enforces water safety measures for every person in camp (including campers, staff, and visitors).
- Quickly acclimating to constantly changing circumstances involving everything from campers afraid of bugs to sudden thunderstorms. Using a can-do attitude, take on new tasks with only a moment's notice!
- Maintains and implements procedures that uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Maintains inventory, pertinent logs, and inspects all waterfront equipment to ensure safety; facilitates repairs, follows up as needed.
- Assures use of aquatic equipment and supplies meet the needs of campers and staff.
- Works with the Camp Ranger to ensure proper record keeping and safe pool operation.
- Prepares and submits records and reports to the Resident Camp Director.
- Assists in units with campers and other staff, live on-site during the season.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

Skills, Education and/or Relevant Experience:

- Incumbent must be 21 years or older.
- Must hold a current WSI and Lifeguard Certification. Prefer candidate with current Advanced Canoeing and Small Craft Safety.
- First Aid and CPR certification, or be willing and able to successfully complete training.
- Ability to manage, supervise and schedule the daily waterfront program activities.
- Minimum of 6 months experience in teaching and planning waterfront program.
- Ability to lift 25 pounds and physically meet the demands of camp life. (i.e. work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.)
- Must possess excellent verbal communication skills and possess strength and endurance required to maintain constant supervision of campers.

- Visual, auditory and physical ability to identify and respond to environmental and other hazards related to the activity and emergencies on camp.
- Lifeguard, ropes (high, low), archery, and canoeing/kayaking certification or be willing and able to successfully complete one training provided during staff training.
- Must be able to pass background and fingerprint check as well as drug screening.

Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Practice respect, appreciation, and acceptance for all people ensuring all campers and staff feel welcome and part of the group.
- Be flexible and open to spontaneity in programming to assure that unforeseen changes to established schedules, camp guidelines, and procedures create minimum disruption to the experience of the staff and campers.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs that cannot be handled on the spot to the Camp Ranger by completing a maintenance request form.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises at all times.

Girl Scout Mission Statement
**Girl Scouting builds girls of courage,
 confidence, and character,
 who make the world a better place.**

The Girl Scout Promise
**On my honor, I will try
 To serve God and my country,
 To help people at all times,
 And to live by the Girl Scout Law.**

The Girl Scout Law
**I will do my best to be
 honest and fair,
 friendly and helpful,
 considerate and caring,
 courageous and strong, and
 responsible for what I say and do,
 and to
 respect myself and others,
 respect authority,
 use resources wisely,
 make the world a better place, and
 be a sister to every Girl Scout.**

Name _____ Signature _____ Date _____