



120 Howeville Road Fitzwilliam, NH 03447 | www.fleurdeliscamp.org | 603.585.7751

SEASONAL JOB DESCRIPTION

POSITION TITLE: Waterfront Director

REPORTS TO: Director

PURPOSE: To manage the day-to-day operations and safety of all waterfront activities. This position is a member of the administrative team.

PRINCIPLE DUTIES:

1. All-Camp Responsibilities:

- a. Participate and assist actively in pre-camp training. Role model adherence to procedures and policies of camp and embodying camp's values, mission and culture during the summer season.
- b. Create a welcoming community for every individual at Fleur de Lis including campers, parents, alumnae, perspective campers and all visitors. This welcome community is emphasized by significant attention to parents/family of campers in your tent/cabin on Opening Days, Visiting/Family Days, and Closing Days.
- c. Foster a camp community spirit centered around caring and respect. This includes caring and respect for the physical buildings and environment of camp and all the individuals who make up the camp community.
- d. Participate and encourage enthusiastic participation from all campers, CTs (Counselors-in-Training) and staff in all camp programs, activities, traditions, and safety rules in a supportive, caring and fun environment.
- e. Mentor, support and discipline behaviors as necessary for all campers and CTs.
- f. Communicate with Counselors, Unit Heads, Administrative staff, and the Nurse if support is needed or if there are any concerns for any camper.

2. Waterfront Responsibilities:

- a. Assist in opening up camp for the season, specifically the waterfront, includes opening inspection of all equipment for the season—small crafts, power boats, dock systems, rescue gear and all supplies.

- b. Coordinate all the waterfront trainings for seasonal staff including teaching lifeguard training and any external trainings offered to staff and CTs to support camper program for the season.
- c. Train staff during pre-camp in waterfront emergency procedures and implement training drills during pre-camp and throughout the season. Assess and document the swim, lifeguard, small craft, and power boat skills of staff prior to the arrival of campers.
- d. Manage and recertify staff and CTs in Lifeguard, First Aid and CPR annually. Assist in managing the on-going knowledge development and recertification of other waterfront activities.
- e. Administer swim tests to all campers, CTs and staff; coordinate all instructional swim classes. Teach classes lifeguard and drive the boat for classes as necessary to support quality program and to mentor/coach staff and CTs.
- f. Manage camper waterfront program progression including external certifications including, but not limited to, American Red Cross lifeguard and swim levels.
- g. Supervise the general waterfront safety and the safety of all activities that take place on the waterfront and provide written feedback to all staff who teach swim and small craft classes.
- h. Coordinate the daily set-up, management and shut-down of the waterfront including Errand Patrol, all safety hazards, equipment maintenance, and regular inspections of the waterfront and equipment.
- i. In conjunction with the Program Activities Director, coordinate instructors for all classes. And work with CT Directors to provide leadership training related to waterfront skills and classes to CTs.
- j. Be knowledgeable about and ensure that the waterfront meets standards set forth by the NH Camp License requirements, the American Camp Association and camp policies and procedures. Complete end of season reports; manage the receipt of all waterfront reports.
- k. Coordinate special water programs for campers—such as:
Wednesday/Sunday activities, the Laurel Lake Canoe Race, Concert on the Lake, internal or external competitions etc.
- l. Attend Administrative team meetings and assist the team in leading all campers, CTs and staff for the summer season.

- m. Assist in the closing of camp for the season; with emphasis on securing the waterfront for the winter season.
- n. Other duties as assigned.

QUALIFICATIONS:

1. At least 21 years of age; excellent swim skills and swim teaching ability with current certifications (or willing to obtain prior to camp) in American Red Cross: Lifeguard (CPR & First Aid), Lifeguard Instructor, Water Safety Instructor; and NH Commercial Boat License. Preferred certifications and experience in small craft activities offered at camp including American Canoe Association Canoe Instructor, Paddleboard Instructor, Kayak Instructor; US Sail Instructor; US Waterski Instructor etc.
2. Acceptance and adherence of the principles and mission of Fleur de Lis Camp.
3. Interest, knowledge, and/or skill in the camp setting and to work and live in a fast-paced team environment.
4. Enthusiasm, sense of humor, patience, flexibility, problem solving skills, self-control and discretion with personal and confidential information.
5. Integrity, maturity, responsibility, good character, positive attitude, and good judgment.
6. Ability to take initiative and ensure completion of tasks with limited supervision, but a willingness to accept guidance when needed.
7. Strong communication and interpersonal skills appropriate to an outdoor and child centered environment.
8. Have a current driver license and good driving record.

ESSENTIAL FUNCTIONS:

1. Ability to effectively communicate and work with campers and staff to create a positive living experience for girls.
2. Ability to provide quality instruction to campers and staff.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to camp.
4. Ability to maneuver through camp and carry 45 pounds.