



Camp Fire Central Puget Sound *Job Description*

Waterfront Coordinator

Position Summary

The Waterfront Coordinator is responsible for the quality and delivery of the camp waterfront program, including planning and scheduling all activities and the supervision of all waterfront specialists (lifeguards).

Position Details

<i>Job Title</i>	Waterfront Coordinator
<i>Department</i>	Camping
<i>Location</i>	Camp Sealth
<i>Reports To</i>	Program Director
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/ Temporary</i>	Temporary
<i>Housing</i>	On-site; Shared
<i>Salary</i>	\$470-\$480 per week

Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.

Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

Site Overview

Camp Sealth sits on a 400-acre property that includes over a mile of saltwater beach on Puget Sound, plus evergreen forests, wetlands, and wildlife. It is a rustic camp that has been serving campers for over 100 years.

Camp cabins are basic but comfortable. All are fully enclosed with electricity; some have windows and heat for year-round use and others are unheated with screen windows. Beds are either bunk or stand-alone wood frames with foam mattresses. In most units (areas of housing – divided by age range), bathrooms are in a central shower house, a short walk from the cabin.

Essential Job Responsibilities

Program

- Plans, coordinates, and implements a safe waterfront program based on maximum use of the site and existing equipment, including:
 - Boating and swimming skills and activities
 - Progression, challenge, and fun in the program for each age level
 - Opportunities for spontaneous activities when safe and practical
- Participates with staff and campers in planning and carrying out waterfront activities
- Coordinates waterfront activity and waterfront staff schedules
- Guides teen leaders in learning experiences related to leading waterfront activities at camp

Safety

- Training of all camp staff on waterfront procedures/rules and their roles at the waterfront
- Closes or reduces waterfront activities if needed due to weather or other emergencies
- Plans and coordinates the testing program for campers and staff participating in boating or deep-water activities
- Assigns buddy board numbers to campers and staff and uses the buddy board system to check people in and out of the waterfront area
- Directs all emergency measures, rescues, and first aid
- Reports accidents to health care staff and/or camp administrative staff

Equipment

- Plans and coordinates the usage of all boats and equipment
- Is responsible for maintenance of all boats and equipment; arranges with supervisor for maintenance repairs that waterfront staff are not trained/equipped to handle
- Maintains accurate inventories and arranges for replacement of supplies in a timely manner
- Sets up equipment and supplies necessary at beginning of summer and stores them at the end of summer

Supervision

- Training of waterfront staff in their responsibilities and waterfront procedures
- Provides supervision of waterfront staff that includes:
 - Setting goals for individual and group performance;
 - Periodic performance reviews;
 - Conducting waterfront staff meetings;
 - Providing ongoing coaching, assistance and training as needed.
- Provides overall camp leadership as part of the Program Team (camp supervisors), attending meetings and participating in Program Team activities as assigned

Secondary Job Responsibilities

- Assists with boat transportation as assigned
- Submits reports as assigned, including staff evaluations and weekly session reports
- Assists where assigned on camper check-in and check-out days
- Has knowledge of and adheres to Camp Sealth policies and procedures
- Adheres to emergency, health and other plans adopted by the camp, assuring first and foremost each camper's and staff member's safety
- Performs other duties as assigned

Qualifications and Skills

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team.

Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

Desired Qualifications

- Current lifeguard certification or willingness to obtain one
- Current Washington State Boater Education card or willingness to obtain one
- Proficiency and experience in waterfront programs similar to Sealth's
- Leadership skills and team management skills
- Experience working with kids
- Knowledge and understanding of youth development
- Ability to communicate in English, orally and written
- Current First Aid and CPR certification

Skills

- Task Management
- Program Development
- Conflict Resolution
- Ability to provide supervision, guidance and feedback
- Ability to contribute to positive and healthy community living environment
- Ability to promote and model self-care with peers and other staff

Training Provided

- Supporting campers with social-emotional, behavioral and physical needs
- Needs-based behavior management
- Restorative justice-centered group management
- Relationship building through open communication
- Self-care in the camp environment
- Supervising and providing feedback to camp staff

Physical Requirements

- Ability to lift and carry 50 pounds for 200 yards over hiking trails
- Ability to perform job responsibilities during daylight and nighttime hours
- Repetitive motions of hands/wrists
- Eye-hand coordination and manual dexterity to manipulate equipment
- Walking long distances
- Standing
- Climbing stairs
- Hiking on uneven terrain and up/down hills
- Visual and auditory ability to identify and respond to environmental and other hazards

Date Updated: December 2022