

# WATERFRONT DIRECTOR

## JOB DESCRIPTION

**Responsible to:** Program Director

### **General Responsibilities:**

- Co-ordinate and supervise all areas of the Waterfront program.
- Ensure good ongoing communication between the Waterfront and other areas of camp.
- Consult daily with other program and Camp Directors.
- Function as a member of the Leadership Team through prayer, and serving other staff.
- Ensure that the Waterfront program fulfills the Camp's objectives and philosophy.
- Create an enthusiasm for Waterfront activities amongst campers and staff.
- Model a Christ-like spirit in relationships and in attitudes.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

### **Specific Responsibilities:**

#### ***Pre-camp:***

- Read the materials and complete all required projects received from the Camp.
- Become completely familiar with the Discovery materials, and theme of the Camp.
- Complete the requirements of Leadership Team Training, with a servant attitude.
- Prepare designated sessions for Staff Training.
- Become fully acquainted with camp procedure in handling the waterfront area.
- Become fully acquainted with facilities, grounds and emergency procedures.
- Assist in preparation of camp facilities and grounds.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

#### ***Camp Training***

- Assist with and take part in Leadership Training Camp, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Work with the Camp Director to develop good relationships between staff members.

#### ***During Camp***

- Prepare, coordinate, implement and facilitate the Waterfront program schedule.
- Supervise Waterfront skills, assisting as necessary, and ensuring they run smoothly.
- Ensure the Waterfront program functions safely, following risk management policy.
- Ensure that campers receive proper customer care. They are your primary responsibility.
- Work with the Program Director to organize time off for program staff.
- Assist Camp Director in leading staff meetings and prayer times.
- Encourage and support program staff and work closely with the Director to deal with problems swiftly and to develop potential of staff and the Waterfront program.

#### ***After Each Camp***

- Be available to say good-bye to the campers and speak with parents as necessary.
- Assist the Camp Director with debriefing of each camp.
- Ensure that program staff rest properly between camps so that we are prepared to serve.

#### ***After Summer***

- Provide a written report of the summer's Waterfront program, noting shortages in equipment, and suggestions for improvements in activities, skills, staffing, training, etc.