

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Position Title: Waterfront Manager
Department: Mission Delivery
Reports To: Camp Director
Pay Range: \$200 - \$250 / Week
FSLA Status: Seasonal Position—at Camp Mitre Peak

POSITION SUMMARY

The Waterfront Manager plans and delivers waterfront activities that are age and ability appropriate, safe, and fun. This person should have experience teaching, and working with children as well as experience working with a waterfront program. Serve as a role model to campers and staff by your actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned. Provide management to the physical operation of the waterfront's facilities and equipment. Camp Mitre Peak is an overnight camp that serves girls in grades 3 – 12. Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, and supervise a safe, innovative and fun waterfront program
 - Write (with the help of program specialists) lesson plans that meet camp goals.
 - Evaluate aquatics abilities of campers and staff.
 - Deliver creative swim and watercraft program activities.
 - Plan intentional programming that incorporates our mission and Girl Scout Leadership Experience regarding waterfront programs are being followed
- Train and supervise waterfront staff
 - Assist in the planning and implementation of staff training and in-service trainings
 - Train waterfront and counseling staff in their waterfront responsibilities.
 - Supervise waterfront staff to provide a safe and high-quality program.
 - Supervise the waterfront staff evaluation process.
 - Implement the scheduling of waterfront staff.
 - Directly supervise other aquatic staff.
- Manage the physical facilities and equipment in the waterfront program area
 - Set up waterfront area prior to and during staff training.
 - Teach and monitor proper use of equipment.
 - Coordinate scheduling with Assistant Director and Unit Manager.
 - Conduct initial and end-of-season inventory, and store equipment for safety.
 - Check equipment, and make (or file for) repairs.
 - Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - Survey waterfront area daily, and keep the area free of hazards and debris.
- Provide superior client service to all campers, parents/families, staff, volunteers and vendors.
 - Identify client needs, make suggestions, initiate and follow through with appropriate action.
- Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - Work with Assistant Director and CIT Director to develop a program curriculum, awards programs, and leadership programs.
 - Assist in the planning of any special events on or near the waterfront.
 - Participate in management and staff meetings.
 - Submit a Waterfront Manager report at the end of the season.

- Accept other duties as assigned.
 - Assisting all paid staff on site
 - Maintenance upon request
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member
- Other duties as assigned.

Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- Must be at 21 years of age.
- College degree preferred.
- Current Lifeguard +Waterfront Module Certifications (or willingness to obtain).
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Minimum six weeks previous experience in a management or supervisory position at a related aquatic/waterfront facility.
- Must submit health physical and health history record prior to first day of work.
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must be committed to work the entire camp season and attend all pre-camp trainings.
- Ability to live onsite acting in an on-duty capacity for the duration of the camp season.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

C. Language Skills

- Excellent, effective English language abilities, both oral and written.

D. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Ability to communicate and work with all ages and skills levels and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to lift 40 – 50 lbs.
- Ability to carry and load luggage, tables, chairs and program equipment.
- Ability to walk/hike several miles daily, as various grades, elevations and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping and stretching.
- Ability to sustain physical activity above 4,000 feet elevation.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, and other wilderness animals common to the area.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.

- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

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