

**Overall Purpose:**

To oversee everything related to the waterfront, including the Lifeguards, water-ski/wakeboard program and recreational waterfront activities throughout the summer, making sure that all safety guidelines are followed at all times in order to give campers the best possible camp experience in accordance with Green Bay Bible Camp's mission and vision.

**Organizational Structure**

This position reports to the Program Director. The Waterfront Director will have an Assistant Waterfront Coordinator whose primary focus will be on the proficient running of the boats and ski school. This position also works closely with the Head Guard to ensure the swimming area is held in high standard at all times. The Waterfront Director will also oversee the waterfront staff as a whole.

**Principle Duties**

- Be an example to the other summer staff and enforce camp policies.
- Understand and comply with all staff and camper policies, specifically those that pertain to waterfront activities, providing an efficient and safe camp community
- Bring spiritual leadership to the waterfront staff through one-on-one meetings, group meetings, prayer and any other appropriate and applicable way.
- Train waterfront staff, clearly communicating your expectations to them from the beginning of the summer
- Oversee the Assistant Waterfront Coordinator in his/her duties with the water-ski/wakeboard program.
- Oversee and keep open communication with the Head Lifeguard, assisting as needed.
- Responsible for creating the schedule of daily tasks and responsibilities waterfront and lifeguard staff need to do.
- Encourage waterfront/lifeguard staff in their efforts as well as, if necessary, dealing with any disciplinary action that needs to be taken.
- Oversee and maintain a high level of instruction on the waterfront.
- Maintain a working inventory of all waterfront equipment and supplies
- Oversee all administrative duties of the waterfront
- Keep the waterfront manual up to date.
- In partnership with the Head Guard, update the emergency procedures for the waterfront – encompassing both swimming and boating sides.
- Ensure that boat checks are done at the beginning and end of each day.
- Oversee log book for each boat
- Ensure that each boat is pulled out of the water and parked in front of HQ before campers leave on the last day of camp.
- Oversee the cleaning of waterfront equipment at the end of each week – especially the washing and cleaning of each boat.

## **Green Bay Bible Camp**

### **Job Description: Waterfront Director**

- Ensure the return of boats back in the water before the first block of activity for each camp.
- Actively seek to market, advertise and sell all ski school equipment – this is more of a focus during Family Camps.
- Assist the Programming team with the opening program on the first day of each camp.
- Attend morning staff meetings and weekly coordinator meetings.
- Attend meetings each week with the Program Director.

#### **Qualifications**

- Strong desire and willingness to serve
- Possess the ability and willingness to understand and comply with the policies and procedures that GBBC has in place, always putting safety first.
- Minimum High School Diploma or equivalent and at least 20yrs old.
- Must have valid boat license and current first aid, NLS is an asset but not required
- Proven leadership skills with groups and one-on-one situations
- Be relational and approachable
- Working knowledge of boats, boat safety and overall water safety
- Comfortable laying out their expectations to the staff and alert enough to hold people accountable to said expectations
- Exercise independent judgment in resolving problems while keeping positive interpersonal relationships with both staff and campers
- Confident, yet able to delegate tasks to their staff