



Job Title: Waterfront Director
Leadership Level: Leadership (Level 4)
Supervisor: Program Director
Position Type: Paid

Position Overview

- Oversees the waterfront and its programs (water ski, surf, wakeboard and tubing programs) to ensure a safe, secure and fun experience for campers and staff.
- Ensure safety, service and excellence in all programming and among the staff.
- Mentors, trains and equips waterfront staff in waterfront programming and spiritually.

Responsibilities

- Oversees the whole waterfront staff, in particular, the Head Boat Driver and Boat/Dock supervisors, Head Life Guard, focusing on their development as leaders.
- Brings spiritual leadership to summer staff and in particular, to the waterfront staff, through one-on-one meetings, group meetings, prayer and community building.
- Is an example to the other summer staff and enforce camp policies.
- Attends and participates in weekly leadership training meetings.
- Builds a solid and unified waterfront team holding to the values and mission of Green Bay.
- Trains Waterfront Staff, maintaining a high level of instruction and clearly communicating expectations to them at the beginning of the summer.
- Creates a fun, encouraging, equipping program for the guests of Green Bay.
- Organises and Drives boats for the waterfront programs. (Ski School, Cruises, etc.)
- Responsible for ensuring the creation of the schedule of daily tasks and responsibilities for waterfront.
- Encourages waterfront staff in their efforts as well as, if necessary, dealing with any disciplinary action that needs to be taken.
- Keeps open communication with the Head Lifeguard, assisting as needed.
- Maintains a working inventory of all waterfront equipment and supplies.

- Oversees all administrative duties of the waterfront and keeps the waterfront manual up to date.
- In partnership with the Head Lifeguard, updates the emergency procedures for the waterfront-encompassing both swimming and boating sides.
- Ensures that boat checks are done at the beginning and end of each day and log book is up to date.
- Ensures that each boat is pulled out to the water and parked in front of HQ before campers leave on the last day of camp. Oversees the cleaning of waterfront equipment at the end of each week-especially the washing and cleaning of each boat.
- Is familiar with and implements safety, fire and first aid policies of Green Bay Bible Camp, specifically those that pertain to waterfront activities, providing an efficient and safe camp community.

Qualifications

- Has a minimum of one year previous leadership experience in a ministry setting
- Is a minimum 21 years of age.
- Is mature in faith and is actively pursuing a deepening relationship with God with a strong desire to serve.
- Has current boating license and marine first aid certification.
- Has a good biblical foundation and knowledge of some formal school in this area would be an asset.
- Is approachable, relational and has excellent inter-personal skills.
- Strong leadership and organizational skills and is able to build and lead a team.
- Is committed to developing others and seeing them grow in their gifts and abilities.
- Energetic and motivated and able to inspire and motivate others.
- Flexible and take initiative in see where help is needed.
- Good problem-solving skills and comfortable dealing with conflict and discipline.
- Able to work independently and able to work in a busy environment.

Staff Core Values

- We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.
 - a) We will commit to nurturing a personal relationship with the Lord.
 - b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
 - c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.
- We value that we are part of a team.
 - a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.
- We value an atmosphere where confidences are kept and there is a mutual respect for one another.
 - a) We will value one another's opinions and perspectives even when there might be a disagreement.
 - b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.

- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.