

<b>Job Title:</b>	Aquatics Coordinator	<b>Reports To:</b>	Assistant Director
<b>Department:</b>	Outdoor	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI	<b>Status:</b>	Seasonal
<b>Salary:</b>	\$70 per day (position requires a 6-day workweek)	<b>Date Posted:</b>	February 14, 2019

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Subject Line:** Aquatics Coordinator- Preferred location  
**Email:** [camplinden@gshom.org](mailto:camplinden@gshom.org) or [campmerriewoode@gshom.org](mailto:campmerriewoode@gshom.org)  
**Website:** <https://www.gshom.org/en/our-council/careeers.html>  
**Fax:** (269)492-1439

**MAIL: HR – OUTDOOR DEPARTMENT**  
 Girl Scouts Heart of Michigan  
 Subject Line: Aquatics Coordinator –  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY/OBJECTIVE**

To further the mission of the camp through the planning and delivery of activities at the camp’s waterfront that are safe, fun, and appropriate to the camper’s age and abilities. Provide management to the physical operation of the waterfront’s facilities and equipment.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, direct, and supervise a safe and fun waterfront program, ensuring that the GSHOM Aquatic Program is executed safely
- Write and implement lesson plans that meet camp goals.
- Evaluate aquatics abilities of campers and staff.
- Deliver creative swim and watercraft program activities.
- Train and supervise staff at the waterfront
- Assist in the planning and implementation of staff training.
- Train lifeguards and camp staff in their waterfront responsibilities.
- Supervise lifeguards to provide a safe and high-quality program.
- Assist in the lifeguard staff evaluation process.
- Implement the scheduling of lifeguards.
- Directly supervise the lifeguards.
- Manage the physical facilities and equipment in the waterfront program area
- Set up waterfront area prior to and during staff training.
- Set up pool area at Camp Linden.
- Teach and monitor proper use of equipment.
- 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.
- 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 Camp Director and Coordinators 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.

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Other duties as assigned

**EDUCATION/QUALIFICATIONS**

- Previous experience with overnight camps.
- Previous experience supervising lifeguards.
- Training and experience in waterfront activities that are offered at the camp.
- Age 21 or older preferred due to ACA guidelines.
- Current Lifeguard, First Aid, and CPR certification or willingness to obtain.
- Current certification in lifeguard training or equivalent knowledge
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check
- Knowledge of the Girl Scout program preferred.
- Ability to schedule and supervise staff.

**COMPETENCIES**

- Risk Management
- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction

**WORK ENVIRONMENT**

Operates in a professional camp environment and will live on site. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children.

**WORK SCHEDULE**

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

**SUPERVISORY RESPONSIBILITY**

This position oversees the Lifeguards.

**COMPENSATION**

- Room and board
- \$70 per day (position requires a 6-day workweek)

**LOCATION EMPLOYMENT DATES**

Camp Merrie Woode: June 14<sup>th</sup> through August 26<sup>th</sup>, 2019

Camp Linden: June 14<sup>th</sup> through August 26<sup>th</sup>, 2019

**EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_