

# THE SOUTH MOUNTAIN YMCA CAMPS CAMP CONRAD WEISER



## POOL COORDINATOR JOB DESCRIPTION

Reports to: Overnight Camp Director, Day Camp Director, and Facilities Director

### **General Responsibility:**

To plan, direct, and supervise camp's Aquatics program.

### **Camp Goals:**

- To Assist in everyday activities and maintain the health and safety standards as mandated by the state and county health departments.
- Compliance of the American Camp Association Accreditation Standards.
- Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.
- Help groups function cooperatively as a unit.
- Encourage individuality and creativity in staff and Participants
- Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences.

### **Qualifications**

- 3 Seasons of experience and Training in waterfront activities.
- Current American Red Cross lifeguard Training and Waterfront Lifeguard Training certifications or Current certificate determined by the State Commissioner of Health to provide an adequate level of similar training.
- Maintain certification in CPR for the Professional Rescuer issued by the American Red Cross or certification determined by the State commissioner of Health to provide an adequate level of CPR training.
- Ability to schedule and supervise staff
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group.
- Ability to accept guidance and supervision.
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control
- 21 years of age or older

### **Specific Responsibilities**

- Set up lake, waterfront, and pool area during staff training.
- Teach staff their responsibilities in activities during staff training.
- Teach and monitor proper use of equipment.
- Conduct initial and end-of-season inventory, and store equipment for safety.

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### POOL COORDINATOR JOB DESCRIPTION- CONTINUED

- Check equipment and make (or file for) repairs.
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Write (with help of activity assistants) and check all lesson plans to make sure they foster participants' aquatic skills.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Award recognition and participation certificates to campers, when earned.
- Evaluate aquatic abilities of staff and campers.
- Plan and work with others during special events (i.e., college days for lake activities).
- Conduct Weekly in-service Lifeguard trainings.
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
- Assist in packing all materials and supplies at end of season.
- Evaluate current season and make suggestions for following season.
- These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as required.
- Child abuse risk management.
- Program monitoring for Quality and Safety.

#### **Essential Functions:**

*Use office equipment and computer*

*Use telephone and Radio*

*Order supplies*

*Carry and load supplies*

*Relate to camper needs*

*Keep neat, orderly and file records*

*Lift/assist campers or staff*

*Read prescriptions and health exams from physicians*

*Get to remote locations on camp property quickly*

*Observe and assess unsanitary or unhealthy conditions of camp*

*Train staffs*

*Observe camper behavior*

*Identify and respond to hazards*

*Work with different age and skill levels*

*Plan and conduct activity*

*Assist campers in emergency (fire, evacuation, illness, or injury)*

*Observe loading and unloading of buses and vans*

*Possess strength and endurance required to maintain constant supervision of campers.*

*Act as part of the Camp Leadership team and help with staff supervision*

*Attend Leadership meetings*

*Assist in the delivery of all-camp activities*

*Nighttime Supervision of campers*

*Night Watch Duties*

**I .....HEREBY ACKNOWLEDGE MY ROLE AS POOL COORDINATOR AND  
AGREE TO PERFORM MY DUTIES TO THE HIGHEST STANDARD.**

.....  
SIGNATURE

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DATE