Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Waterfront Director
Reports to: Camp Director

Summary:

The remote island location of camp calls for a fleet of motorized boats for a range of purposes as well as a non-motorized fleet for recreational camper use. A waterfront director must be ready and willing to share their love of the water with staff and campers while still looking cool in a big, floppy lifeguarding hat. No exceptions.

Purpose:

A waterfront director contributes to a safe camp environment, creates a positive experience for all campers, and supports healthy relationships among staff along with all staff members. As outlined in the Compensation Scale, staff in this role has “Advanced Responsibilities” to provide services and leadership that are critical to the safe function and/or effective business operation of camp. Specifically, a waterfront director ensures the safe and successful operation of all of the camp's waterfront activities including staff boat runs, camper recreational boat trips, posted lifeguarding hours, and the training and education that goes into each.

Responsibilities and Duties:

The waterfront director is responsible for ensuring safety in the swimming area and that the appropriate resources are available to assist campers in a waterfront-related emergency. This includes orienting camp lifeguards during staff training, ongoing training of lifeguards throughout the summer, and ongoing monitoring of camp waterfront safety equipment, both emergency and non-emergency. The waterfront director also is responsible for maintaining all of the camp's watercraft, both motorized and non-motorized, and keeping the fleet in the best operating condition possible. The waterfront director will also work closely with the Camp Director to coordinate boat runs in an efficient manner.
The duties listed below should constitute roughly 75% of the waterfront director’s shifts, some weeks it may be more, and some less. Other shifts will be assigned by the director but will most likely include staff meetings, Saturday cleaning, food unloading, dish room, kitchen, etc.

1. Head Lifeguard
    a. As head lifeguard, the waterfront director is to be on the radio and easily accessible on the waterfront during lifeguarding hours.
    b. The waterfront director plays a supporting role to lifeguards, helping with conflicts and emergencies and bringing them rain jackets or other supplies if necessary.
    c. The waterfront director is responsible for ongoing training throughout the summer. They are to conduct lifeguard training and drills in accordance with a schedule outlined at the beginning of the season in cooperation with the Camp Director.
    d. The waterfront director is responsible for assuring lifeguards are performing at

an adequate level and able to meet camp's needs under all emergency scenarios.

e. The waterfront director is responsible for canceling lifeguard hours and closing the waterfront to campers in the event of unsafe weather.

2. Boat Maintenance
    a. Within limitations of the person's skillset, the waterfront director is to fix damage and problems on the boats, defaulting to professionals when necessary.
    b. The waterfront director shall also take care of fiber glassing and sail repair on sailboats and regular oil and fuel checks on motorized boats.
    c. The waterfront director also is responsible for completing, or assigning to someone, the duties of bailing out boats and cleaning boats in an effort to keep them at a functional and presentable level.

3. Evening Boat Check
    a. Evening boat check is to be conducted at sunset each evening and includes taking down the flag at the end of the dock.
    b. The waterfront director is to ensure all boats, motorized and non-motorized, are stowed properly.
        i. This includes tilting the engines up, assuring applicable boats are lifted to a sufficient height to protect against big waves, assuring sails are furled in an appropriate manner, making sure boats are appropriately whipped or beached as needed, assuring sailboats are either ramped or moored as required by a particular boat, assuring all kayaks and canoes are properly stored in the racks, and finally, making sure all boaters and boats are in for the evening.
    c. Boat check also includes minor cleanup of toys and hazards on the waterfront as needed.
    d. Boat check may include the straightening of lifejackets, tarps, and other materials left on boats if neglected earlier by boat users.

4. Waterfront Cleanup
    a. The waterfront director is to keep the waterfront area (all camp property stretching from the boathouse to the life jacket house but beneath the bluff) clean of garbage, tools, and other equipment, toys collected and gathered, sporting equipment housed in the appropriate location, lawn furniture arranged nicely, and carts gathered in designated spot.

5. Weather Flag
    a. The waterfront director is responsible for checking and posting the weather forecast each morning and determining the appropriate flag to raise at the end of the dock. If weather conditions are unstable, they are to keep continuous watch of weather conditions and change flags as needed.

6. Boat Training
    a. Absent any adjunct instructors, the waterfront director is responsible for training

all staff on safe, legal, and effective boat operation. Trainings include teaching staff to
    i. Dock - in a slip and parallel (in as many wind conditions as possible)
    ii. Basic knots for tying boats and rescues
    iii. Troubleshoot engine problems
    iv. Get boats in and out of the lifts
    v. Learn MN boating rules
    vi. Read and respond to lake conditions and bathymetry
  b. The waterfront director will complete mid-season refreshers as needed.
  c. The waterfront director will also select the top four staff boat drivers and train them for emergency runs and how to successfully complete a boat rescue.
  d. The waterfront director will have the primary responsibility of checking staff off, giving them permission to drive certain boats as their abilities allow.

7. Boat Runs
    a. In coordination with the Camp Director, the waterfront director will help coordinate needed boat runs and assign drivers to complete those runs.
    b. They also will be charged with keeping track of who is out on the water and assigning specific boats to people executing boat runs if the Camp Director hasn't already done so.

8. Boat House
    a. The waterfront director should keep the boathouse clean and organized. At all times it should be well stocked with supplies needed on the waterfront. If supplies are not available, they will discuss with the Camp Director and make arrangements for necessary purchases.

9. Lifejacket House
    a. The waterfront director shall keep the lifejacket house tidy and accessible. They shall also keep updated the boater sign out form and be sure that campers are adhering to sign out policies. File sign out sheets to deliver to waterfront chair at end of season.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others, especially peers, is desirable
- Have lived independently for at least 8 months, or can show independent living skills
- Knowledgeable about sailing and operation of camp's sailboats
- Knowledgeable about the operation of camp's motorboats
- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to working hours and a shared living space

- Responsible, self-starter/self-motivated, hard-working, team player
- Good verbal and written communications skills – Able to communicate effectively with staff, volunteers and campers of all ages
- Experience driving boats preferred

Physical Requirements

- Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills.
- Must be able to do the following for at least one-third of a shift or 1-2 hours: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs) while loading/unloading items, and squatting (to reach for items).
- Requires normal range of hearing and eyesight.
- Must be able to work outside daily and in a variety of weather conditions.

Compensation

- Commensurate with experience
- Includes room and board at camp, one day off weekly, and an additional two personal days off per season.
- Paid sick leave is determined by the Camp Director.
- All staff must provide their own health insurance.