**Waterfront Coordinator**

TEAM: WATERFRONT

REPORTS TO: ZEPHYR POINT ACTIVITIES AND RECREATION COORDINATOR

**Position Description:**

The Waterfront Coordinator is responsible for maintaining the safety of all guests and campers at the Zephyr Point waterfront. The Waterfront Coordinator will oversee and supervise the Waterfront Team, which includes 3-5 lifeguards. The Waterfront Team is responsible for supervising the marked off swimming area, maintaining a clean and safe environment throughout the ZP beachfront area, and oversight of ZP waterfront during Day Camp swim hours. The Waterfront Coordinator will also work closely with the Activities and Recreation Coordinator to manage waterfront activities, including kayak and SUP rentals.

**Job Duties:**

**Responsibilities**

* Works under the direct supervision of the Activities Coordinator to manage waterfront
* Oversee and support 3-5 lifeguards and boat rental staff
* Create rotational schedules for all lifeguards
* Be first line of defense for all difficult patrons at ZP waterfront
* Maintain direct line of communication with Activities Coordinator and front office
* Plan, facilitate and give feedback for in-service lifeguard trainings
* Serve as a lifeguard in the ZP lifeguard rotation (please see Lifeguard job description for full list of responsibilities)
* Lead team debriefs 2-5 days a week or more in cases of confusion or serious issue/crisis
* Exercise sound judgment and decision-making to assess and mitigate hazards
* Effectively build rapport with campers, counselors, and Zephyr Point staff, cabin guests and guest groups
* Role-model inclusive behavior and facilitate a positive group culture
* Maintain high energy, positive attitude, and focus on campers’ and counselors’ safety and enjoyment of program
* Participation in intentional community as a member of the Zephyr Point Summer Staff
* Other duties may be assigned.\*

**Qualifications:**

**Required Qualifications**

* A minimum of one year out of High School by June 2024
* Ability to pass a criminal background check
* Ability to handle swimming daily in chilly water temperatures
* Physical fitness to handle all trainings and certifications required for position
* Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
* Ability to enforce rules with difficult patrons at times
* Professionalism in attitude and appearance
* Ability to manage self-care and energy throughout a busy and intense summer
* Previous experience in peer leadership positions
* Ability to maintain calm demeanor and make calls on behalf of a team of peers

**Required Certifications – Must be obtained by the first day of camp**

Certifications must be valid through employment end date.

* CPR/First Aid certification (Provided during staff training week, if needed)
* Lifeguard Certification (Offered on-site June 4-6, if needed)
* Youth Mental Health First Aid certification (Provided during staff training week, if needed)

**Preferred Qualifications**

* College degree or coursework in elementary education or other related fields
* Proficiency in Spanish
* Previous experience working in a camp setting
* Previous experience lifeguarding, on swim teams, or other swim related sports

## Required Physical Demands

* Ability to swim in chilly water temperatures daily for up to 30 minutes at a time
* Ability to walk or run at times on uneven surfaces
* Ability to withstand long days in the sun and heat as well as cold windy days with lots of exposure
* Ability to carry up to 50lbs

**Work Schedule:**

The Waterfront Coordinator position begins June 3rd, 2024 and terminates on August 11th, 2024. The Waterfront Coordinator will serve as one of the Zephyr Point Lifeguards in addition to waterfront management responsibilities. Standard work hours for members of the Waterfront Team will typically be from 8:00am to 4:30pm Monday-Friday. Lifeguards must be on duty when youth program participants swim at the waterfront. Most days lifeguards will be on duty Monday-Friday 1:00-4:00pm for Camp Zephyr and Beyond Camp Zephyr. Other duties will fill most mornings and later afternoons. Some weekend work may be required for swim tests for residential programs.

**Compensation and Benefits:**

* Compensation: $4,250 total for the summer
* Housing in Lakeview Lodge (June 3rd – August 12th)
* Meals provided Monday-Friday through term of employment
* Travel and certification stipends are available

**\***The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified.  As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center.  Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.  Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment.  Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

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Employee Name Employee Signature