



Waterfront Coordinator

TEAM: WATERFRONT

REPORTS TO: ZP 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 swimming area, maintaining a clean and safe environment throughout the ZP beachfront area, and oversight of ZP waterfront during youth program 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

- Assist the Activities and Recreation coordinator to manage the waterfront, including supervision of 3-4 lifeguards, boat rental operations, and camp water activities.
- Create rotational schedules for all lifeguards, which includes guard shifts and boat rental shifts.
- Be the first line of defense for all difficult patrons at ZP waterfront.
- Maintain a direct line of communication with the Activities and Recreation Coordinator and front office.
- Plan, facilitate, and give feedback for in-service lifeguard trainings.
- Serve as a lifeguard in the ZP lifeguard rotation (see Lifeguard job description for responsibilities).
- Lead team debriefs 2-5 days a week or more in cases of confusion or serious issues/crises.
- Exercise sound judgment and decision-making to assess and mitigate hazards.
- Effectively build rapport with campers, counselors, Zephyr Point staff, cabin guests, and guest groups.
- Model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of Zephyr Point programs.
- Participation in intentional community as a member of the Zephyr Point Summer Staff.
- Other duties may be assigned. *

Qualifications:

Required Qualifications

- Must be a minimum of 20 years of age by June 2025.
- Ability to pass a criminal background check.
- Ability to handle swimming daily in cold water temperatures.
- Physical fitness to handle all trainings and certifications required for the position.
- Previous experience in peer leadership positions.
- Ability to maintain a calm demeanor and make calls on behalf of a team of peers.
- Strong decision-making skills, ability to work without direct supervision, and adaptability to dynamic environments.
- Professionalism in attitude and appearance.
- Ability to manage self-care and energy throughout a busy and intense summer.

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

Certifications must be valid through the employment end date.

- CPR/First Aid certification (Provided during the staff training week, if needed)
- Lifeguard Certification (Offered on-site, if needed)

Preferred Qualifications

- College degree or coursework in elementary education or a related field.
- Proficiency in Spanish.
- Previous experience working in a camp setting.
- Previous experience in lifeguarding, on swim teams, or other swim-related sports.
- Experience in peer leadership.

Required Physical Demands

- Ability to swim in cold water temperatures daily for up to 30 minutes at a time.
- Ability to walk or run on uneven surfaces.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50 lbs.

Work Schedule:

The Waterfront Coordinator position begins June 9th, 2025, and will terminate on August 17th, 2025 at 11am. Standard work hours for members of the Waterfront Team will typically be from 8:00 am to 5:00 pm Monday-Friday. Lifeguards must be on duty when youth program participants swim at the waterfront. Some weekend work may be required for swim tests for residential programs and watercraft rentals.

Compensation and Benefits:

- Compensation: \$4,750 total for the summer.
- Housing in Cabin 67 (June 8th – August 17th).
- Dinners are provided Monday-Friday and staple groceries will be provided for breakfast and lunch throughout the week.
- 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 the 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.

Employee Name

Employee Signature