

# Lake Nixon Summer Day Camp (LNSDC)

## Job Description: Waterfront Director

**Job Title:** LNSDC Waterfront/Aquatics Director  
**Classification:** Nonexempt (Seasonal)  
**Reports to:** Camp Director (Primary), Lake Nixon Outdoor Center Executive Director and other administrative staff (Secondary)

### **Position Purpose:**

To further the mission of LNSDC through the planning and delivery of activities at the waterfront that are safe, fun, and appropriate to the campers' ages and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

Lake Nixon Outdoor Center is a ministry of Second Baptist Church, downtown Little Rock. All applicants are encouraged to visit the church website and social media ([www.2bclr.com](http://www.2bclr.com) and Facebook @2bclr ) to become familiar with the congregation, its Christian faith, and its commitment to inclusion. Individual staff will not be required to engage in explicit religious instruction or proselytism, but all staff are expected to represent the church in their work by displaying the highest standards of professional conduct and personal care for campers.

### **Key Characteristics:**

- Enjoy working with kids
- Be willing to learn new skills
- Maintain patience under pressure

### **Essential Job Functions:**

1. Plan, direct, and supervise a safe and fun waterfront programs
  - Write (with the help of Lifeguards) lesson plans that meet camp goals.
  - Evaluate aquatics abilities of campers and staff.
  - Deliver creative swim and watercraft activities.
2. Train and supervise waterfront staff
  - Assist in the planning and implementation of staff training.
  - Train waterfront and counseling staff in their waterfront responsibilities.
  - Supervise waterfront staff to provide a safe and high-quality program.

- Supervise the waterfront staff evaluation process.
  - Implement the scheduling of waterfront staff.
  - Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
- Set up waterfront area prior to and during staff training.
  - 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.
4. Participate as a member of the camp management team to plan, direct, and supervise special events and other all-camp activities and camp functions.
- Work with Camp Director and Waterfront Specialists 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.

**Other Job Duties:**

- Contribute to verbal and written evaluations and communications as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise daily programs, special events and other camp activities and camp functions.
- Fully participate in all pre-season staff training including any virtual training.
- Assist in the planning and implementation of any special events.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

### **Relationships:**

The Waterfront Director often has a direct relationship with maintenance staff in terms of facility and equipment needs including docks, pump systems, boats, etc. The Waterfront Director has a direct relationship with counselors in terms of camper supervision at waterfront activities. They also have regular relationships with kitchen staff and camp administration. It is helpful to identify the expectations of these relationships and communication between these groups of staff members.

### **Equipment Used:**

Identify the specific equipment, facilities and watercraft utilized at LNSDC which will be the responsibility of this position. Note the size of craft, pump systems, docks and diving boards and potential hazards.

### **Qualifications** (Minimum qualifications and experience)

- Previous experience in day or residential camping
- At least 2 years previous experience as a lifeguard
- Current Lifeguard certification. Advanced certification may be required.
- Prior experience in the development and delivery of recreational and aquatic programming
- Experience in supervising others, especially peers is strongly desirable

### **Knowledge, Skills, and Abilities:**

- Training and experience in a variety of program activities offered LNSDC
- Ability to schedule and supervise staff
- Desire and ability to work with children outdoors
- Understand the development needs of youth
- Ability to relate to youth and adults in a positive manner
- Demonstrate knowledge and skill in designated camp program areas
- Be willing to learn and incorporate new skills necessary to perform job functions
- Be will to both receive and provide constructive feedback as it relates to job performance
- Willing to participate fully in all assigned jobs as it relates to employment at LNSDC

## **Physical Aspects of the Position:**

- Ability to communicate and work with participants (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of the LNSDC Waterfront Director position could be endurance including prolonged standing, some bending, stooping, and stretching. Requires hand-eye coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs and the ability to lift up to 50 lbs. Willing to work in a camp setting and work irregular hours delivering programs in the facilities available. Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, etc.

**Lake Nixon Summer Day Camp does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.**