



# BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

## Aquatics Supervisor Job Description

(Children's Summer Therapy Camp Session)

The Aquatics Supervisor oversees the Aquatics Staff, consisting of 1-3 Lifeguards. The Aquatics Staff is responsible for ensuring the safety of the children and staff while on, in or near the water for swimming and boating. The Aquatics Supervisor is responsible for the operation and supervision of all waterfront activities. The goal is to improve each child's swimming ability while at the same time promoting swimming and boating as recreational activities to be enjoyed safely. Swimming classes are conducted primarily in Bay Cliff's indoor, heated pool. Weather permitting, activities are held on the Lake Superior waterfront on weekends. The Aquatics Staff is part of the **Activities Department** at Bay Cliff, which also includes Recreation, Nature, Performing Arts, and Arts & Crafts.

The Therapy Director/Activities Director will in-service the aquatics staff prior to camper arrival in regard to various physical diagnoses the campers may have. Therapists are also available throughout camp to answer questions regarding each camper's abilities and goals. A summer at Bay Cliff is a unique opportunity for lifeguards to experience working with children with physical challenges.

**RESPONSIBLE TO:** Activities Director, Maintenance Supervisor, Executive Director

### **GENERAL RESPONSIBILITIES:**

1. Work safely, enjoy being with and teaching children, and enter enthusiastically into camp life, activities, and routines.
2. Planning and developing fun and engaging daily lessons/pool time that instruct the campers in water safety and skill development.
3. Plan and carry out one evening all-camp activity during the summer with the Activities Staff.
4. Keep a notebook of lesson plans, activities, inventory, and ideas as a resource for future instructors.
5. Carry out any other duties as may be assigned by the Activities Director, Program Coordinator, or Executive Director.

## **SPECIFIC RESPONSIBILITIES:**

### **POOL & WATERFRONT:**

1. Lifeguarding and supervising water safety for all camper swimming activities. This may include camper free-time swims in the evening.
2. Submit weekly lesson plans to the Activities Director & provide individual/group instruction following Red Cross guidelines.
3. Instruct and manage the class sessions which run for 30 minutes from 9:00-11:30 a.m. and 2:45-5:30 p.m., Monday through Friday.
4. Work with the assistance of the counselors who will be in the pool to help during the class that their campers are scheduled for.
5. Assist therapy staff when conducting therapy in the pool with campers.
6. Lifeguard camper weekend free-time swims, which are done on a sign-up basis for Saturday and Sunday.
7. Set up and supervise all beach and lake swimming activities. Swimming at any location other than the pool must be approved by the Activities Director and Camp Director.
8. Perform regular pool maintenance tasks, including backwashing, scrubbing deck and sauna, vacuuming pool, water testing, and reporting to the Health Department.
9. Comply with all State of Michigan requirements to insure safety. Keep daily records of pool use and maintenance schedules.
10. Lifeguarding/supervising of all "swim & sauna" nights for campers & staff.

### **BOATING:**

11. Assist the kayak and/or canoe instructors in the safe use of paddle crafts.
12. Accompany all pontoon boat, canoe, kayak, and rowboat activities. All boating activities must be approved by the Activities Director and Camp Director.

### **SAFETY EQUIPMENT:**

13. Responsible for the proper storage and maintenance of all required safety equipment as well as being knowledgeable in the use of the equipment.
14. Conduct daily inspection of swim, sauna, and shower areas and equipment for safety, cleanliness, and good repair.

## **OTHER RESPONSIBILITIES INCLUDE:**

15. Provide a written inventory of equipment to the Activities Director at the beginning and at the end of camp. Store all equipment for safety.
16. Clean & sanitize bathrooms, shower areas, and sauna daily.
17. Participate in the general camp program. This includes attendance at meals, helping counselors at evening programs, and participating in all-camp activities and special events such as the 4<sup>th</sup> of July celebration.
18. Accept assignments to help in other areas of camp when the pool is not operating.
19. Accept an assignment of Rest Counsel with the campers as needed.
20. Clean and maintain living quarters at the beginning, during, and at the end of camp.

## **MINIMUM QUALIFICATIONS:**

### **Lifeguard**

1. At least 18 years of age, with one year of post high school education preferred.
2. Must have satisfactorily completed training and have current certification equivalent to the Red Cross requirements for Lifeguarding and CPR/AED for children and adults. Certifications must be up-to-date and are to be posted at the pool.

### **Water Safety Instructor**

1. At least 18 years of age, with one year of post high school education preferred.
2. Must have satisfactorily completed training and have current certification equivalent to the Red Cross requirements for WSI, Lifeguarding, and CPR/AED for children and adults.

### **Additional Requirements**

1. Ability to work with others in a spirit of cooperation, patience, and respect.
2. Mature with good common sense.
3. Desire to live and work in a camp setting.
4. Flexibility, dependability.
5. A love of children is a must!

Revised 1/11/2019 by JTW