

Pilgrim Lodge – Waterfront Coordinator Job Description

Supervisor: Director

Supervises: Boating Specialist, on-duty lifeguards

The Waterfront Coordinator directs all activities and upholds all safety and training standards for the aquatics program of the camp. The Waterfront Coordinator supervises the lifeguards while on duty and directs the emergency response as needed. The Waterfront Coordinator plays a role in supporting supervision and instruction in activities for campers, aiding volunteers with special projects or activities and participating in the daily chore rotations.

Waterfront Duties and Expectations

- Fulfill functions of a counselor through supervision and instruction of campers in a variety of activities
- Plan, direct and supervise waterfront activity, keeping the program area safe, neat and presentable
- Recommend policies and procedures for waterfront safety to uphold compliance and safety standards
- Lead the team in emergency response
- Create and implement educational and fun programming for campers, particularly involving the waterfront and boating as well as indoor programs for rainy days
- Supervise and evaluate waterfront staff, working collaboratively with the Assistant Director on scheduling
- Create an in-service plan for the season and ensure documentation of all training activities
- Serve as a lifeguard and help campers launch and return boats
- Teach and monitor proper use of equipment
- Keep an inventory of waterfront equipment and do routine maintenance checks of equipment
- Ensure availability of proper equipment for the waterfront and work within budget
- Assist campers, volunteer counselors and deans with any and all needs, including transportation for island programming

General Duties and Expectations

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Live on-site for the duration of the season and fulfill counselor requirements to supervise and instruct campers as assigned.
- Participate in staff training, activities and meetings.
- Participate in emergency drills and respond to emergencies.
- Help counselors, deans and other staff members to maintain camper supervision at all times
- Lead group building “challenge activities” and lead “interest groups” activities as needed
- Fulfill occasional week-long shifts of living with campers in camper cabin (cabin counselor)
- Assist other staff members with their duties when needed including, helping lead group singing and worship services, helping in the camp store as scheduled, assisting in the kitchen with preparing food, dishes and cleaning, and supporting site maintenance projects.
- If certified as a lifeguard, work at the waterfront and keep waterfront program areas safe, neat and presentable
- Provide support to the kitchen for meal prep and clean-up as assigned
- Clean camp including clean bathrooms, wash dishes & pots, empty garbage and go to the dump including every other week cleaning and preparing the camp for new campers
- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)

- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other duties as assigned

Essential Requirements:

- At least 21 years of age
- Red Cross Lifeguard Certification/equivalent or the ability to obtain
- Experience or training in a management or supervisory position at a similar aquatic area
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

Knowledge, Skills, and Abilities:

- Experience leading programs and activities with young people
- Understanding of the developmental needs of youth and a love of working with and relating to kids in a positive manner
- Ability to observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Experience with the basic skills to complete the function in the specified program area
- Willingness to learn and work in a diverse community

Equipment Used:

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, challenge course equipment
- Lifeguarding equipment, rescue boat
- A variety of hand tools and basic power tools (with training)
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers
- Golf cart, truck, car (if licensed)

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Position: This is a seasonal position for Pilgrim Lodge’s summer camp program. The position is not eligible for benefits. Wages are “daily” and food and lodging are provided. Dates of employment will be defined in a written letter of hire and will include staff training.

Mission Statement: *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*