



## JOB DESCRIPTION: WATERFRONT COORDINATOR

**Classification:** Seasonal-Summer

**Location:** [Glisson Programs](#)

**Reports to:** Program Director of Residential Programs

### Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college completed
- Ability and willingness to:
  - practice servant leadership while working collaboratively within a team
  - facilitate harmonious relationships and interactions between campers and fellow staff members
  - perform in potentially strenuous physical activities (hiking, lifting, etc.)
  - give and receive constructive feedback
  - solve problems creatively in fast-paced and at times high-stress environments

### General and Specific Responsibilities:

- Receive [Red Cross Lifeguard and Lifeguard Management Certifications](#) prior to arrival at camp training
- Collaborate with Director and Program Director to coordinate staff training
  - Regard safety (physical and emotional) as the first priority and most important consideration in every circumstance
  - Teach and ensure proper waterfront safety and operational procedures are used by all staff and participants
  - Teach proper care of equipment, activity-specific procedures, etc.
  - Prepare and lead assigned trainings for Crew members over two different weekends during the summer
- Daily responsibilities
  - Work with Team Leaders to coordinate daily/weekly schedules of all waterfront activities (pool, lake, creek, tubing)
  - Routinely evaluate technique and manner of lifeguards (leading refresher training), ensuring that all safety policies, protocol, and rules are being followed and carried out by lifeguards.
  - Work with staff to complete incident reports as needed (accidents, injuries, etc.)
  - Lifeguard as needed
  - Facilitate various elements at the Challenge Course (at least once per day) as assigned by Challenge Course Coords.
  - Maintain a clean and organized living space and pool/lake supply storage spaces
- Maintain Waterfront Areas
  - Perform routine visual inspections of all waterfront area/equipment on a regular basis
  - Keep regular and up-to-date inspection logs of all waterfront areas/equipment
  - Perform any necessary repairs within scope of training with approval from the Program Director
  - Submit maintenance forms for any necessary repairs when all individual efforts have been exhausted
  - Wash PFDs and boats as needed
- Active Coordinator Team member
  - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
  - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
  - Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
  - Ensure adherence to camp policies/procedures and Core Values
  - Attend and contribute to Coordinator Team meetings

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.