



# Waterfront Assistant

## Job Description and Expectations

### Job Description

The Waterfront Assistant is primarily responsible for ensuring that waterfront swimming areas and boating activities run smoothly, efficiently, and safely for all programs. The Waterfront Assistant helps several year-round staff and the Waterfront Lead train, supervise, coordinate and care for the waterfront team. They will also work with the waterfront staff and Program Leads to brainstorm and carry out specific activity times and lead skills for 7th-9th grade campers with knowledge and creativity.

**Supervised by:** Waterfront Lead

**Supervises:** Waterfront Team and Jr. Waterfront Team

### Specific Expectations

- Complete lifeguard, CPR and first aid certification before arriving to camp or upon arrival onsite, as determined with the Youth Ministry Team.
- Be present and help with lifeguard training at Covenant Harbor in May (exact dates subject to change).
- Complete Wisconsin boating certificate.
- Know how to confidently lead waterfront activity areas, carry out Covenant Harbor lifeguarding practices, drive boats, and complete all Lost Swimmer safety procedures.
- Assist in leading and supervising the Waterfront Team and Jr. Waterfront Team and communicate clearly with them as you offer guidance, correction, advice, and encouragement.
- Complete administrative and organizational tasks.
- Help oversee and maintain a clean, safe and efficient waterfront.
- Maintain equipment and keep accurate logs.
- Drive boats, guard swimming areas and supervise canoeing, sailing and paddleboarding.
- Know and how to care for campers of all ages (kindergarteners through high school graduates).
- Be an expert on the rules and standards for each activity area, including an awareness of the age and swimming level requirements and mandated safety equipment for each activity.
- Work with your team to be creative and make the activities for each week fun.
- Help the Waterfront Lead coordinate any guest group usage of waterfront activities.
- Manage your schedule and plan your daily tasks wisely. Be early to the activities you are running.
- Lead a discipleship group of counselors and support staff, as directed.
- Communicate with the Waterfront Lead to ensure that expectations regarding activities are being met and to improve campers' experiences as necessary.
- Be present and be ready to assist with setup and execution of games, events, sessions, and events when asked.

### Requirements

- Be at least 20 years old by May 20, 2022.
- Be available to live onsite at Covenant Harbor from May 20 to August 11, 2022.
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Interest, willingness, and ability to be lifeguard, CPR, first aid and boat driving certified.
- Experience lifeguarding on a lake (preferred).
- Boat driving and pulling experience (preferred).
- Experience leading peers.
- Ability to pass a background check.
- Strong interpersonal, communication, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.

**General Expectations for All Summer Staff:**

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.