

Aquatics Director Job Description

Responsible to: Director of Camp and Assistant Director of Camp

Aquatics Director

Age Requirement: Minimum 21 years of age

Education /Training: Has previous experience in management or supervisory position at a similar aquatic area of at least 6 weeks duration. Holds or has evidence of having held one of the following certifications: a) WSI from the American Red Cross, or b) Aquatic instructor BSA, or c) YMCA Instructor in Swimming and Lifesaving, or d) equivalent certification. Holds a current Pool Operators License. Holds current First Aid and CPR credentials.

General Responsibilities:

- Manage all camp waterfront activities, including implementation of the Swim Instruction Program, Boating Program, and Pool Operation
- Train an adequate number of Lifeguards, Swim Instructors and Pool Operators
- Provide regular, preventive maintenance to waterfront areas
- Assign staff, and oneself, to instructional and guarding duties, while devising schedule for daytime, after-camp and weekend waterfront activities
- Maintain daily pool maintenance records, pool instruction records, and staffing records
- Enforce established safety regulations.
- Work with the types of groups participating in the activity and provide necessary instruction
- Identify and manage environmental and other hazards related to the activity
- Devise age-appropriate activities for the types of groups participating and initiate a creative, interesting program
- Prepare and implement rainy day plans when necessary
- Purchase program materials before and during the camp season
- Set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of camp groups to their activity area
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Identify and manage environmental and other hazards related to the activity
- Supervise and mentor counselors
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related to the activity and the participants when necessary
- Turn in inventory and store camp equipment at end of season
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Participation in staff training sessions and staff meetings
- Assist with camper arrival and dismissal procedures
- Other duties assigned as needed

Please print your name, sign and date below.

Print Name

Signature

Date