

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Aquatics Coordinator
DEPARTMENT: ELP
SUPERVISOR: Director of Summer Camp
FLSA CLASSIFICATION: Exempt
JOB CODE: Seasonal Full Time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

OBJECTIVE OF JOB

To further the mission of the camp through the planning and delivery of activities at the camp's waterfront that are safe, fun, and appropriate to the camper's age and abilities. Provide management to the physical operation of the waterfront's facilities and equipment.

ESSENTIAL JOB FUNCTIONS

1. Plan, direct, and supervise a safe and fun waterfront program.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative swim and watercraft program activities.
2. Supervise waterfront staff.
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train waterfront and counseling staff in their waterfront responsibilities.
 - ♦ Supervise waterfront staff to provide a safe and high-quality program.
 - ♦ Supervise the waterfront staff evaluation process.
 - ♦ Implement the scheduling of waterfront staff.
 - ♦ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the waterfront program area
 - ♦ Set up waterfront area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ♦ Work with Director of Summer Camp to develop a program curriculum, awards programs, and leadership programs.
 - ♦ Assist in the planning of any special events on or near the waterfront.
 - ♦ Participate in staff meetings.
5. Participate enthusiastically in all camp activities, planning and leading those as assigned.

SUPPORTIVE JOB FUNCTIONS

1. Follow Mo-Ranch Summer Camps policies and procedures pertaining to smoking, and abstaining from the use of alcoholic beverages and drugs.
2. Encourage respect for personal property, camp equipment, and Mo-Ranch facilities.
3. Manage personal time off in accordance with camp policy.

SPECIFIC JOB KNOWLEDGE, SKILL, AND ABILITY

1. Posses the strength and endurance required to maintain constant supervision of campers.
2. Ability to assist campers in an emergency (fire, flood, evacuation, illness or injury).
3. Ability to accept supervision and guidance.
4. Ability to relate to one's peer group.
5. Requires standing, sitting, repetitive motions, hearing, and visual acuity.
6. Training and experience in a variety of program activities offered at the camp.
7. Ability to schedule and supervise staff.

QUALIFICATIONS

1. Completion of your freshman year in college or 19 years of age or older.
2. Certification in Red Cross Lifeguarding and WSI.
3. Current certification in CPR and First Aid required.
4. Experience working with children and youth in an outdoor setting preferred.
5. Enthusiasm, sense of humor, patience, and self-control.
6. Must be able to lift, push, pull, and carry a minimum of 50 pounds.
7. Experience in supervising others, especially peers is desirable.

GROOMING AND UNIFORM

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Print Employee Name