

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Aquatic Director
Reports to: Camp Director

General Description

The Aquatic Director oversees camp swimming pools, aquatic program, and demonstrates pool safety to staff and campers. The Aquatic Director assesses waterfront staff's competency and assigns all their responsibilities. The Aquatic Director monitors and assists waterfront staff in facilitating swim lessons, free swim and aquatic activities and communicates all needs, concerns, etc. to the Camp Director. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 21 years of age and have prior experience working with children. Must have strong swim and instructional skills. Camping/recreation experience is preferable. Must demonstrate maturity, responsibility, and people skills. Aquatic Director position requires current CPR for the Professional Rescuer w/ AED, Waterfront Safety Instructor certification, First Aid, and Lifeguard Training Certifications. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations and staff meetings
- Responsible for all materials, reports, and pool areas being organized pre-camp & closed down for end of summer season
- Supervises pool staff and assigns them to various pool duties
- Supervises in the upkeep and maintenance of waterfront facilities and bathhouse
- Oversees aquatic schedule, conducts swim tests, & assigns campers to appropriate swimming groups.
- Test all pool staff prior to camp season to assess competency & run periodic water safety drills
- Maintains and submits all records pertaining to pool quality tests, repairs, incidents, swimmer progress reports, lesson plans, etc.
- Responsible for overseeing and ensures weekend groups have adequate guards available and cover any open slots necessary
- Responsible for the schedule of and cleaning of pool filters during camp season
- Attends/works the pool area during Family Fun Nights
- Provides constant, responsible supervision of campers and staff
- Adheres to camp policies, schedules, and procedures
- Provides positive leadership and role-modeling
- Oversees personal and social growth of campers
- Actively participates in all the aspects of the camp program
- Demonstrates respect and appreciation for diversity among people and ideas
- Attend and assist leading mid season camp evaluation
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Camp Lifeguard
Reports to: Aquatic Director

General Description

The Camp Lifeguard is responsible for the safety and well-being of all participants of the camp waterfront facilities. Must assist leading instructional swim lessons for camp participants. Lifeguards are to follow and assist the Aquatic Director in the design and facilitation of lesson plans, and assist in the daily maintenance and upkeep of the waterfront facilities. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 17 years of age and have prior experience working with children. Must have strong swim and instructional skills and demonstrate competent life-guarding skills and procedures that will be determined or assessed by the Aquatic Director. Camping/recreation experience is preferable. Must demonstrate maturity, responsibility, and people skills. Lifeguard position requires current CPR for the Professional Rescuer w/ AED, First Aid, and Lifeguard Training Certifications. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Assist in the set-up of pool area, supplies and medical kits
- Inspect and maintain the pool areas and all equipment daily and communicate needs to the Aquatic Director when needed
- Assist covering weekend group guard schedule by committing a portion of time on weekends
- Assist in cleaning of pool filters during camp season-primarily during camp day when available
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Provide positive leadership and role-modeling
- Oversee personal and social growth of campers
- Actively participate in all the aspects of the camp program
- Assist in the upkeep and maintenance of waterfront facilities and bathhouse
- Assist in running pool activities and guarding pool area
- Maintain communication with Aquatic Director any needs or concerns
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

**GREATER NEWBURGH YMCA
CAMP ROBBINS - JOB DESCRIPTION**



Position: Counselor/Lifeguard
Reports to: Unit Director/Aquatic Director

General Description

The Counselor/Lifeguard works as both a camp counselor overseeing and working with an assigned group of children maintaining supervision of the children and leading games/activities, and helping facilitate the growth and development of campers. During the assigned group's pool activities, the counselor/lifeguard will assist pool staff in swim lessons and guarding when needed or assigned. This position offers both an opportunity to work directly with a consistent group through daily camp life, while experiencing and improving on lifeguarding skills. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 17 years of age and have some experience working with children. Must have strong swim and instructional skills and demonstrate competent lifeguarding skills and procedures that will be determined or assessed by the Aquatic Director. Camping/recreation experience is preferable. Must demonstrate maturity, responsibility, and people skills. Lifeguard position requires current CPR for the Professional Rescuer w/ AED, First Aid, and Lifeguard Training Certifications. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Helps provide constant, responsible supervision of campers and staff
- Adheres to camp policies, schedules, and procedures
- Provides positive leadership and role-modeling
- Helps oversee personal and social growth of campers
- Actively participates in all the aspects of the camp program
- Assists in the upkeep and maintenance of waterfront facilities and bathhouse
- Assists in running pool activities and guarding pool area
- Maintain communication with Aquatic & Unit Director any needs or concerns
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

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CAMP ROBBINS - JOB DESCRIPTION



Position: Junior Counselor/Lifeguard
Reports to: Unit Director/Aquatic Director

General Description

The Junior Counselor/Lifeguard is an assistant to the camp counselor and pool staff, working primarily with a group of children for the entire camp session and rotating into pool duties as needed/assigned. The junior counselor helps maintain supervision of the children and assists the leading of games and activities, and helps facilitate the growth and development of campers in camp. While at the pool, the role is that of support staff to the pool staff, assisting in swim lessons and supervision during pool hours. This position is designed as a training program to prepare the individual for a future counselor and/or lifeguard role.

Qualifications

Must be at least 16 years of age and have some experience working with children. Must have strong swim and instructional skills and demonstrate competent lifeguarding skills and procedures that will be determined or assessed by the Aquatic Director. Camping/recreation experience is preferable. Must demonstrate maturity, responsibility, and people skills. Lifeguard position requires current CPR for the Professional Rescuer w/ AED, First Aid, and Lifeguard Training Certifications. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Help provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Provide positive leadership and role-modeling
- Help oversee personal and social growth of campers
- Actively participate in all the aspects of the camp program
- Assist in the upkeep and maintenance of waterfront facilities and bathhouse
- Assist in running pool activities and guarding pool area
- Maintain communication with Aquatic & Unit Director any needs or concerns
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.