



Missionary Society of Connecticut  
Silver Lake Conference Center

## Job Description

# Waterfront Coordinator

Reports to: Assistant Director

### General Description of Duties:

Supervise team of Waterfront staff to provide safe and fun swimming and boating experiences for Conferees, Volunteers, and Staff.

### Principal Duties:

- Supervision of team
- Regular training of team and review of procedures
- Keep area in safe and usable condition
- Lifeguard / Principle operation of waterfront
- Instruction in Swimming and Boating Safety
- Provide programming support for games and night activities
- Other duties as assigned.

### Minimum Qualifications:

- Age 21 or older.
- Valid Driver's License.
- Certifications:
  - American Red Cross C.P.R. for Professional Rescuer
  - American Red Cross Head Lifeguard (or equivalent as listed in the State Licensing requirements)
  - American Red Cross Waterfront Module
  - American Red Cross Fundamentals of Canoeing
- Supervisory experience.
- Knowledge of rescue, lifeguarding, and safety equipment.
- Ability to work without sitting, for long periods of time.
- Ability to work while exposed to sun or wind for long periods of time.
- Ability to lift up to 50 pounds unassisted.
- Working knowledge of State Health Laws pertaining to areas of responsibility.
- Ability to assess team skills and train as needed.
- Ability to evaluate the work of others in a constructive and growthful way.

The successful candidate will be able to:

- Establish rules and procedures for the waterfront that provide adequate control, yet allow for safe fun.
- Work, and train staff to work, always aware of Conferees, Volunteers, and the safety of other staff.
- Attend daily Coordinators Meetings and weekly Community Life Team meetings.
- Direct and work with Waterfront Team and/or other staff in support of camp-wide needs such as cleaning, food preparation, and maintenance.
- Organize several areas and people at once.
- Give clear written and verbal directions.
- Provide regular feedback to team members and meet individually for two scheduled performance evaluations.
- Change plans and reprioritize often to meet new needs as they arise.
- Track areas of high risk. When possible eliminate or reduce risk.
- Supervise staff to follow health codes in all aspects of lifeguarding and maintenance of assigned area.
- Work closely with Maintenance Coordinator to assure health and safety Issues are being addressed in a timely manner.
- Instill a sense of pride in the ministry of SLCC.
- Establish a positive and helpful environment, showing kindness to those we serve, and to the team.
- Establish standards of dress to meet health code requirements, and to Address issues of health and safety as well as the image of the waterfront team.
- Supervise team to consistently follow safe practices. Train as needed, including use and cleaning and storage of tools and equipment, procedures to follow to avoid accidents. Utilize drills to assess abilities and practice skills.
- Assist in emergency drills or emergencies as assigned.
- Maintain inventory of supplies and equipment. Inspect equipment daily and request repairs as needed.
- Establish ways of work that will reduce waste of resources and respect and protect God's Creation.
- Be an engaged member of the coordinating team by supporting one another, holding each other accountable and serving as a positive example for younger staff.
- Work with the other Coordinators and Assistant Director to supervise and hold all staff accountable to: live by the Silver Lake Rules including but not limited to - no alcohol, illegal drugs, weapons, or pets on Site (including in vehicles); refraining from engaging in sexual interaction at Silver Lake; living by the Staff Guidebook and the Staff Covenant; attending worship, staff meetings, etc.
- Live and work in and encourage a Christian community.

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.