



DUBOIS CENTER

Illinois South Conference United Church of Christ

Position Description – Summer Camp

TITLE: Waterfront Coordinator
REPORTS TO: Co Executive Directors
SALARY: Entry Level Salary is \$400-\$420 per week, plus meals and lodging

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation

GENERAL INFORMATION: DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ. Membership in a UCC church is not a requirement for employment.

POSITION OVERVIEW: Supervise overall waterfront program including staff training and supervision, program planning and upkeep, and maintenance of all related areas and equipment. Assist with overall staff training, and participate in general camp activities as time allows. Serve as a collaborative member of the summer leadership team which may include serving in another capacity for a week or two. **Note:** Waterfront includes boating areas, a swimming beach and deep-water swim areas with a water mat and inflatables. Boats currently include canoes, kayaks, pontoon boats and Jon boats.

SKILLS & CERTIFICATIONS:

Required

- minimum age: 20 with emotional maturity, 21 or older preferred
- current lifeguard certification, including current First Aid and CPR/AED
- proven leadership skills, and ability to inspire and lead individuals & groups of children and youth
- organizational skills and the ability to coordinate tasks and schedules
- three months or more of lifeguarding experience
- successful completion of up to 8 hours of designated online pre-camp training

Recommended

- skills and successful experience in training and supervising paid and/or volunteer staff
- certifications in WSI; Small Craft Safety: Canoeing; Waterfront Lifeguarding
- previous supervisory experience
- ability to provide primary leadership in a wide variety of camp activities
- valid driver's license

JOB SEGMENTS:

- ☐ Provide for the health and safety of all campers and staff at all times.
- ☐ Treat all people with dignity and respect, and be a positive role model in all aspects of camp life.
- ☐ Participate in and assist with the leadership of staff meetings and training sessions.
- ☐ Train leaders in their specific duties related to the waterfront program and emergency procedures.
- ☐ Schedule, supervise, coach and evaluate lifeguards and others assigned to the waterfront.
- ☐ Lifeguard on a daily basis.
- ☐ Provide leadership, supervision and instruction for campers and leaders.
- ☐ Conduct in-service waterfront-related emergency drills and assist with other camp emergency drills.
- ☐ Ensure waterfront areas and equipment are safe and in good repair.
- ☐ Ensure there is an adequate supply of waterfront program supplies and equipment on hand.
- ☐ Work with Summer Leadership Team on weekly planning and the scheduling of program activities.
- ☐ Assist with general program activities and support tasks as time allows, and other duties as assigned.
- ☐ Assist with camper and parent arrival and departure procedures, being a welcoming presence.
- ☐ Complete end-of-week and end-of-summer closing procedures including clean-up and evaluations.
- ☐ Work collaboratively with the year-round staff, other Coordinators and summer staff to achieve camp goals, maintain health and safety standards, and develop and nurture the staff team.
- ☐ Create and maintain a positive image at all points of contact with the public.
- ☐ Abide by Illinois South Conference and DuBois Center procedures and policies.

ESSENTIAL FUNCTIONS:

1. Abilities to communicate and work with individuals and groups of varied ages, backgrounds and skill levels, planning and leading appropriate activities and providing necessary instruction, coaching and support.
2. Cognitive and communication abilities to plan and facilitate activities to achieve objectives for camper and staff development.
3. Abilities to communicate and train staff and campers in safety regulations and emergency procedures.
4. Abilities to observe camper and staff behavior, assess its appropriateness, enforce safety regulations, follow emergency procedures, and apply appropriate supervisory, behavior management and intervention techniques.
5. Visual and auditory abilities to identify and respond to environmental and other hazards related to the camp setting.
6. Physical and cognitive abilities to respond appropriately to situations requiring first aid or other emergency procedures.

DAYS OFF: Coordinators have a minimum of two days (48 hours) off every two weeks or one day (24 hours) off every week, as scheduled by the Director of Outdoor Ministries. You may request specific days off, but requests are not guaranteed.

SUMMER PROGRAM STAFF RECEIVE:

- + meals and lodging while in camp
- + accident insurance, while on duty
- + a salary or stipend, paid twice a month

SEASON: The season for Coordinators runs from May 22 through early August. Additional days before and after the regular season are available and will be negotiated.

TO APPLY: Contact DuBois Center at director@duboiscenter.org or go online to receive an **Employment Packet**. It will include an application and reference forms, which you will need to have completed and returned directly to our office. Interviews will be set up after completed applications have been received.

OUR INCLUSIVITY STATEMENT

Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, ability, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the welcoming, inclusive, supportive, and engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.

Rev 12.25