



Camp Tanasi *Job Description*

Job Title: **Waterfront Manager**
Classification: **Exempt**
Reports to: *Program Director*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

Position Purpose:

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 for rising 1st-10th graders. 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
 - ♦ Write (with the help of small craft instructors) lesson plans that meet camp goals.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative watercraft program activities.
2. Train and 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 Program Director and Waterfront Staff 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 management and staff meetings.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

Relationships:

Waterfront Directors often have direct relationships with the maintenance staff in terms of facility and equipment needs including docks, boats, etc. The health care and emergency plan outlines the relationship between the health care staff and the Waterfront Director and the waterfront staff for emergency management and care.

Equipment Used:

Camp Tanasi has 7 miles of waterfront on Norris Lake. The floating dock is situated in a protected cove. Camp Tanasi owns paddleboats, canoes, sit-on-top kayaks, and solo kayaks. There is a possibility of water skiing being implemented during one of the week-long sessions. No swimming is permitted in the lake unless as part of a boat rescue lesson. The shore line gradually descends into the cove with a total depth of around 40 feet near the center.

Qualifications (Minimum qualifications and experience)

- ♦ At least 21 years of age.
- ♦ Previous experience in residential camping.
- ♦ Current certification in first aid and CPR for the professional rescuer.
- ♦ Current certification in Lifeguarding, preferably Waterfront Lifeguard.
- ♦ Watercraft Rescue certification or equivalent experience.
- ♦ Prior experience in the development and delivery of recreational programs.
- ♦ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in a variety of program activities offered at the camp.
- ♦ Ability to schedule and supervise staff.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, and stretching and the ability to lift up to 50 lbs. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

Drug Testing is required.