



**Position Title:** Summer Camp Waterfront Director

**Reports To:** Camp Director, Assistant Director

**Work Location:** In person, Scarborough, Maine

**Job Type:** Full Time, Seasonal, 37-40 hours per week

**Work Schedule:** Monday-Friday, day shift

### **Job Summary**

Do you love working with kids? Are you passionate about making a difference in the lives of youth? Do you want to work outdoors all summer long? Do you want to develop your leadership skills and gain valuable training and experience in the field of outdoor education? This may be the perfect job for you! At Camp Ketcha we hire over 100 Summer Camp staff to lead our students and our programs in our dynamic day camp set on 107 acres of fields, woods, marsh, and wetlands in Scarborough, Maine. The Waterfront Director is responsible for supervision and activity planning for the Camp Ketcha waterfront programming including swim skills planning. The Waterfront Director must be 21 years of age or older and able to complete lifeguard training and Water Safety Instructor training before starting.

### **Responsibilities**

- € Pre/post-season waterfront setup
- € Supervise summer camp Waterfront program
- € Train staff on their responsibilities while at the waterfront during staff training
- € Teach and monitor the proper use of equipment
- € Conduct and initial an end-of-season inventory, and store equipment for safety
- € Check equipment and inform the Director of any needed repairs
- € Conduct daily checks of area and equipment for safety, cleanliness, and good repair
- € Award recognition and participation certificates to campers during specified times
- € Conduct swimming evaluations of campers on a weekly basis
- € Conduct swim skills twice a week for campers up to age 7&8
- € Understands camp emergency procedures and rehearses periodically with other staff members
- € Maintains a professional demeanor and appearance at all times when on Camp Ketcha grounds, while conducting Camp Ketcha business, and when representing Camp Ketcha.
- € Reports safety concerns immediately to the Camp Director.
- € Provide assigned staff members with assistance and guidance with programming, activities, professional development, and issues and concerns with children
- € Maintains a professional demeanor and appearance at all times when on Camp Ketcha grounds, while conducting Camp Ketcha business, and when representing Camp Ketcha.
- € Meets with assigned staff members daily to provide feedback on performance, coordinate lesson plans, activities, and special events, and problem-solve.
- € Supervises assigned counselors by providing periodic and final performance evaluations.
- € Reports safety concerns immediately to the Camp Director or Program Director.
- € Demonstrate sound judgment and establish a nurturing atmosphere in which campers feel safe, engaged, and included
- € Communicate with all campers and staff in a positive and respectful manner
- € Other duties as assigned
  - Summer camp is a collaborative and fast paced environment that requires flexibility and the ability to lend a hand wherever needed. Other duties as assigned may include, but is not limited to, daily cleaning tasks or working with various age groups, positions, camps, or programs including our childcare programming. All summer staff will be expected to demonstrate flexibility to ensure our summer programming runs as smoothly as possible.

### **Required Job Qualifications**

- High School Diploma or GED Certificate
- 21 years of age or older
- Current Lifeguard certification
- Current Water Safety Instructor Certification
- Training and experience in waterfront activities and management
- Previous experience working with children in a camp or recreational setting
- Ability to work with diverse groups of people
- Experience working with children and youth
- Excellent verbal and written communication skills
- Ability to coordinate multiple tasks in an organized way
- High Degree of flexibility and dependability
- Commitment to Ketcha Outdoors' mission, vision, and values
- Detail oriented, ability to work independently, multi-task, and enjoys interfacing with other staff at all levels
- Ability to ensure safety for yourself and all program participants
- High degree of personal integrity and professional conduct
- High degree of flexibility and dependability
- Mandated Reporter Training (to be updated every 3 years)
- Focus on risk management and safety

### **Preferred Job Qualifications**

- Tenured camp staff from Ketcha or other like camp program.
- Basic computer literacy skills including word processing and emailing

### **Essential Job Functions**

- This position belongs to a class of employees referred to as Essential Personnel. Essential personnel are those needed on site to meet the needs of our camper and general camp operations. Essential personnel must report to work during their regularly scheduled hours, unless directed otherwise by a supervisor.

### **General Work Environment and Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to be able to pass a Complete Background Check including the National Sex Offender Registry and work outdoors for long periods of time and in light rain, heat or cold. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. This position is subject to a number of inherent risks associated with farm activities. There is a potential exposure to danger of animals.

### **Compensation**

**\$18.00-\$20.00/hour**

### **To Apply**

Please complete the online application found on [ketchaoutdoors.org/summer-camp-positions](http://ketchaoutdoors.org/summer-camp-positions) or by emailing your resume to [jobs@ketchaoutdoors.org](mailto:jobs@ketchaoutdoors.org)

*At Ketcha Outdoors, not only do we embrace and celebrate the diversity of our families and participants, but we also strive for the same in our employees. At Ketcha Outdoors, we are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are proud to be an equal opportunity workplace.*

**If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. There is no such thing as a "perfect" candidate, Ketcha is a place where everyone has opportunity.**