Conservation Education Camp Waterfront Director
New York State Department of Environmental Conservation
Summer Environmental Education Camps

NATURE OF WORK

The Conservation Education Camp Waterfront Director is a position required by the New York State Department of Health in order for a camp that has a waterfront/aquatic program to receive its operating permit. The Conservation Education Camp Waterfront Director establishes and oversees all swimming and boating activities at the camp's waterfront, supervises all staff and campers participating in swimming activities and responds to bathing and all facility emergencies. The Conservation Education Camp Waterfront Director maintains required paperwork and equipment relating to the operation of the waterfront. The Conservation Education Camp Waterfront Director also has Cabin Counselor responsibilities during the evenings and when not performing waterfront duties will be teaching environmental education classes to the campers. Conservation Education Camp Waterfront Director is a part of the 24 camp hour program each session from check-in to check out.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS

Conservation Education Camp Waterfront Directors are characterized by ensuring the safe operation of camp’s waterfront and water related activities such as swimming and boating. Incumbents meet with camp lifeguards to test skills and to maintain the waterfront. Conservation Education Camp Waterfront Directors make sure that all camper and staff swim tests take place and the results are recorded with the Conservation Education Camp Director and available for inspection by the Department of Health.

TYPICAL ACTIVITIES, TASKS AND ASSIGNMENTS

- Implements/oversees buddy system and board system or other approved bather accountability system
- Coordinate Lifeguard schedule with Conservation Education Camp Director for morning Polar Bear Swim
- Coordinate Lifeguard schedule with Conservation Education Camp Director for all out of camp trips
- Coordinate Lifeguard schedule with Conservation Education Camp Director for all in camp waterfront activities
- Train and supervise waterfront staff
- Participate enthusiastically in all camp activities, planning and leading those as assigned
- 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
- Survey waterfront area daily and keep the area free of hazards and debris
- Conduct initial and end-of-season inventory and store equipment for safety

RELATIONSHIPS WITH OTHERS

Conservation Education Camp Waterfront Directors have frequent oral communications with all levels of the camp staff giving and receiving instructions, information and advice regarding the camp waterfront. They may also have oral and written communications with the Conservation Education Camp Director and camp staff to exchange information about the safety of the waterfront and
related equipment and programs. They may also have oral communications with counselor staff, Parents and Campers explaining safe use of the waterfront and related areas.

NATURE OF SUPERVISION

Ability to communicate and work with groups participating (various age and skill levels) and provide necessary instruction to campers and staff.

Ability to observe camper behavior and assess its appropriateness; enforce appropriate safety regulations and emergency procedures; and apply appropriate behavior-management techniques.

Ability to observe staff behavior and 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.

MACHINES, TOOLS AND EQUIPMENT USED

Lifeguard chair
Rescue Tube
Back Board
Whistle
Rescue board
Face mask
Fins
Buddy Board
Waterfront rope and floats
Environmental Education lesson materials

KNOWLEDGE, SKILLS, AND ABILITIES

Desire and ability to work with children outdoors.

Ability to schedule and supervise staff.

Training and experience in a variety of program activities offered at the camp.

Ability to work well with camp staff/peers in a camp environment

Comfortable performing Cabin counselor duties

Comfortable teaching environmental education lessons to 11 – 17 year olds.
MINIMUM QUALIFICATIONS

- At least 21-years-old
- Have a minimum of:
  - 1 season experience as a camp aquatics director at a NYS camp; or
  - 2 seasons experience consisting of at least 12 weeks as a children's camp lifeguard at a pool or beach which had more than one lifeguard supervising it at a time; or
  - 18 weeks of previous experience as a lifeguard at a pool or beach, which had more than one lifeguard supervising it at a time.
- Must be currently certified in a DOH acceptable certification as a Waterfront Lifeguard and in Lifeguard Management and have a CPR/AED certification acceptable to the Department of Health in its first year of certification.
- Water Safety Instructor Certification although not required, but preferred.
- Must have and maintain a current Driver’s License.