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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description

**Mystic Lake YMCA Camp**

**9505 Ludington Dr, Lake, MI, 48632**

517-827-9650

## **WATERFRONT COORDINATOR**

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living, and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

### **GENERAL FUNCTION**

Under the supervision of the Senior Program Director, the Waterfront Coordinator is responsible for the supervision of all swimming, boating, and activities on the waterfront. The Waterfront Coordinator is also responsible for checking certifications and reviewing water safety procedures with all staff leading aquatics-related activities off Mystic Lake Camp property. Furthermore, the Waterfront Coordinator is responsible for planning, implementing, training, and evaluating all activities and staff with regard to camp waterfront programs.

### **TRAINING AND EXPERIENCE**

Staff must be at least 21 years of age with a current Red Cross WSI and/or Lifeguarding certificate or equivalent training accepted by the State of Michigan Camp Licensing/Bureau of Consumer Industries. Valid CPR and First Aid certifications are also required. Experience as a waterfront lifeguard or swimming class instructor preferred. Knowledge of paddle sports is highly desirable.

### **POSITION RESPONSIBILITIES**

1. Conduct a safety inspection of the waterfront area before the opening of summer camp and submit a risk management report to the Senior Program Director, including notes on hazardous conditions which need correction
2. Inspect the waterfront areas before the opening of summer camp to verify that all safety equipment is prepared and ready, such as backboards, first aid kits, buddy boards, rescue rings, and signal equipment
3. Review waterfront emergency procedures, update, and distribute to all camp staff during staff training
4. Review and post all waterfront rules
5. Attend lifeguard training to observe and evaluate lifeguard skills
6. Attend staff training and teach waterfront safety and rescue procedures to all staff
7. Administer swimming tests and rescue sessions for all program staff
8. Review emergency communication systems at the waterfront and train staff in their use



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9. Check and test the operation of the emergency rescue system weekly, including waterfront search
10. Conduct weekly lifeguard in-service trainings
11. Supervise staff working in waterfront areas, providing instruction and corrective feedback when necessary

### **MEASUREMENT OF PERFORMANCE**

1. Campers and staff will know waterfront policies and procedures
2. Campers will have a positive waterfront experience
3. Lifeguards will consistently demonstrate knowledge of skills

### **DISCLAIMERS**

- Must successfully complete background screening for YMCA.
- This job description may not be all-inclusive, and the employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

### **SALARY/HOURS/BENEFITS**

This is a seasonal position, and the applicant must be available Sunday - Friday, June 11 - August 11, 2023. \$330-325/week depending upon experience, plus incumbent will receive meals while campers/groups are utilizing the facilities. Onsite housing is required when summer camp is in session.

Include: YMCA of Lansing Application ([lansingymca.org/jobs](http://lansingymca.org/jobs)), with 3 non-family references and 1 family reference.

Contact: Amiee Woodrow, Senior Program Director, [awoodrow@lansingymca.org](mailto:awoodrow@lansingymca.org), 517-827-9650