

the *Fresh Air* fund  
*because a summer can last a lifetime™*  
**WATERFRONT DIRECTOR**

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### **Position Description**

The Waterfront Director is part of the leadership team working under the direction of the Director and Assistant Director, to ensure the general safety of campers and staff at the waterfront, to supervise the lifeguard team, and to oversee their camp's aquatics program.

*The Waterfront Director reports to either the Camp Director or the Assistant Director.*

### **Responsibilities**

1. Provide overall supervision and management of all waterfront activities.
2. Plan, organize and direct all swimming activities for the campers and staff.
3. Assume responsibility for safety and well-being of campers.
4. Supervise Waterfront Staff in water safety and swimming instruction activities and provide ongoing staff development.
5. There are six swimming and boating sessions per day. Working hours will vary depending on the time required to maintain the waterfront and its facilities.
6. Responsible for maintaining distinctly separate waterfront, boating and fishing facilities to comply with all pertinent safety codes.
7. Address stressful situations appropriately in a fast-paced, interactive environment.
8. Assume responsibility for the use and care of camp equipment and facilities.
9. With waterfront staff, conduct mandatory swim tests and swim area orientation at the start of each session for all staff and campers using the waterfront. Assign color-coded swim area(s) based on observed swimming ability. Coordinate and maintain waterfront "buddy systems" as required by New York State Health Department regulations.
10. Ensure that waterfront and buddy check orientations are conducted for each waterfront user. Responsible for ensuring buddy checks take place no more than fifteen (15) minutes apart, during both free swim and swim lesson periods.
11. With waterfront staff, conduct boating orientation at the start of each session for staff and campers. Conduct a counselor orientation that include use of any boat type they may use with campers. Arrange for tip test for those campers who are ready to use canoes without staff in the boat.
12. Schedule guard coverage to comply with mandatory ratios for supervision.

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13. Ensure all waterfront staff maintain an adequate level of fitness and lifeguard skills throughout the summer by planning, supervising and participating in daily workouts and maintain a log of such activity.
14. Ensure that beach signs, depth markers, float lines, ladders, reach poles, rescue lines, first aid kits, backboards, guard chairs, and other required waterfront elements are present and in good repair.
15. Direct beach, dock and water clean-up and maintenance. Must be familiar with human and animal waste clean-up and decontamination procedures as required by the NYS Department of Health. On waterfronts, maintain goose netting on beaches during all times waterfront is closed.
16. Coordinate with staff that daily beach/pool NYS Department of Health reports are completed.
  - a. Hidden Valley Waterfront Director will coordinate the daily monitoring of the pH and chlorine checks which are then recorded in the pool report.
17. Submit all forms, requisitions, evaluations, and inventories that are required by Camp Directors, Health Departments and Health & Safety. Included should be daily beach condition reports noting water temperature, water clarity, weather conditions, and any incidents, accidents, or decontamination procedures that occur during each 24-hour period.
18. Be totally familiar with emergency procedures and be able to implement them when needed.
19. Understand that campers come first and decisions should be made in the best interest of campers.
20. Be an active member of the camp community by participating in camp programming including camp-wide events, overnights, hikes, swimming, activities, and village meetings. This includes but is not limited to: going on hikes in the woods on camp property and going in the water during swimming activities. At times, lifting heavy objects may be necessary.
21. Understand that the position involves living in cabins with little to no privacy and eating all meals with campers in a large, noisy dining room. Time off during each encampment will be arranged by a supervisor.
22. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
23. Invest time with campers and staff to meet their needs, challenge their capabilities, and serve as a role model during their time at camp.
24. Explain and enforce the policies, traditions, and rules of camp.
25. Additional responsibilities as needed and assigned.

## **Qualifications**

1. Should be at least 21 years of age by the start of camp.
2. At least three years of college or equivalent is preferred. College graduates are strongly preferred.
3. Must have a minimum of three seasons of previous waterfront experience as well as a current ARC Lifeguard Training certificate with waterfront module, Water Safety Instructors certificate, and professional CPR certificate.
4. Previous supervisory experience is preferred.
5. Minimum of one-year experience working with children is required.
6. Passionate about working with children.

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7. Interested in working and living in the outdoors for the summer.
8. Emotionally mature with a willingness to work as a team player.
9. Flexible and willing to accept challenges and step outside comfort zone.
10. Able to maintain a positive attitude.
11. Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
12. Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
13. Comfortable with being exposed to wet, humid, and hot/very hot conditions.
14. Available for the entire duration of the summer program.

**Employment Period:** June 13, 2022 – August 3, 2022

**Compensation:** Salaries are \$2,700 – \$3,000 and are commensurate with experience

**Benefits:** None

**Application Instructions**

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*