

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Aquatics Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Activities Director
Supervisory Responsibilities:	Lifeguards
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 6, 2017

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.

Job Summary:

The Water Sports Director ensures that Glacier View Ranch's aquatic activities, both at the pool and lakefront, are safe, age appropriate for participants and incorporate lessons that are engaging and fun for campers of all skill levels and abilities.

Duties and Responsibilities:

- Collaborate with lifeguards to develop, review, and/or implement swimming classes, swim tests, safety rules, and emergency procedures for the pool and lakeside areas.
- Initiate and follow a strict water safety program.
- Plan and supervise all aquatic related emergency procedures and drills.
- Run and participate in weekly rescue drills with all lifeguards.
- Instruct and supervise area lifeguards in teaching swimming, canoeing, and paddle boarding classes each morning and afternoon.
- Collaborate with lifeguards and daytime Program Director to organize one aquatic event each week (ex. Pool Olympics).
- Ensure that campers have received instructions and demonstrations regarding aquatic safety before entering aquatic areas.
- Check all life preservers for buoyancy prior to the camping season.
- Test and classify swimming abilities of all campers at the beginning of each camping period.
- Make a schedule and assign lifeguards to the pool/waterfront areas.
- Ensure there is one lifeguard or spotter for every 10 swimmers at all times. Furthermore, ensure that at least 2 lifeguards are present for all aquatics activities.
- Post lifeguards in spotting positions and ensure they are well aware of their area of responsibility.
- Assign "spotter" jobs to any staff members that come to the pool or lake to help.
- Ensure that individuals participating in aquatics activities meet the proper dress code for GVR.
- See that no one, including staff, participates in water activities in/on the lake without the proper safety equipment (life vest, rescue tube, etc.).
- Ensure that individuals participating in canoeing follow safety rules, including:
 - No bumping
 - No standing in canoes
 - No horseplay

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- In the event of a near drowning or any other aquatic accident, contact the Camp Director and/or Assistant Camp Director and Camp Nurse immediately by radio or telephone.
- Maintain the canoes and paddle boards and make written recommendations to Activities Director regarding the needs of the canoeing/paddle boarding program.
- Make sure the pool area is left clean at the end of the day and that all equipment is put away properly. Canoes and paddleboards should also be neatly and securely stowed. All paddles, lakefront life preservers, etc. should be stored in the boathouse.
- Inventory all water sports equipment at beginning and end of camping season. Inventory must be turned in to the summer camp office to complete the checkout at the end of the summer.
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, Camp Director or RMC Youth Director.

Performance Factors:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, parents, campers, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Qualifications/Requirements:

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold a valid Red Cross Lifeguard certification
 - Red Cross WSI (Water Safety Instructor) preferred
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for all aquatic areas
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - Planning/organizing
 - Analytical
 - Critical thinking
 - Time and organizational management

Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and occasionally lift up to 40 pounds. The employee must possess excellent swimming and water rescue skills. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

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The physical demands 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.

Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, kneeling, or swimming. This position is highly demanding and requires great flexibility and responsiveness. Tasks are performed in a variety of locations and conditions around Glacier View Ranch, including the indoor pool and the camp's lake. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

Signature

Date