

## Job Description – Aquatics Director

### Position Concept:

The Aquatics Director is a member of the camp staff who is responsible for maintaining and running the Water Front area. As Director you will be working with several people under you in one of the most heavily responsible places in camp. You are directly responsible for everything that happens at the Water Front ranging from pre-camp setup, everyday activities, safety, and any emergency that can happen. Along with running the area you are also responsible for training and teaching the staff how to lifeguard the area and teach merit badges to the level required by Camp.

### Qualifications:

At least 21 years old.

Must have American Red Cross CPR/FPR or be willing to obtain.

Must be a registered member of the Boy Scouts of America.

Must be able to attend BSA national camping school

### Pre-camp Preparations

Preparation is critical in being able to perform your job as Aquatics Director. During "Directors Week and staff week" you should ensure that the following tasks are completed:

- Complete lesson plans BEFORE opening staff week
- The Aquatics Building is cleaned and supplies are inventoried.
- All program equipment is setup and checked.
- Staff members are trained in lifeguarding and Merit Badges

### Duties During Camp

During the camp season, your duties may include any or all of the following:

- Responsible for the entire Aquatic Area and operation which includes the swimming area, boating area, blob area and all buildings and grounds
- Responsible for all Merit Badges taught at the Aquatics Area.
- Responsible for the weekly canoeing outpost across Chautauqua Lake
- Responsible for 6:30am polar bear swim twice per week
- Holds a current B.S.A. Aquatic Training Card or ARC Water Safety Instructors Card or is willing to attend national camping school.
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Strictly enforce the 8-Point Defense Swim Plan and Safety A'float Plan, and teach these plans to the Scouts and Scouters attending camp. A waterfront orientation will be given to all troops each week.
- Follows an instructional schedule and is in charge of all instructions.
- Has charge of swimming classification on Sunday afternoons and the rest of the week when needed.
- Is responsible for all aquatics advancement, which will be turned in to the Program Director.
- Sees that the entire waterfront area is ready for operation, i.e.: review of equipment checklist, poles, ropes, buddy boards, first aid kit, boats, and canoes.
- Responsible for the condition, maintenance, and inventory of all waterfront equipment.
- Responsible for all water activities.
- Develop and administer a Water Carnival each week with the aid of the Program Director.
- Process weekly reports and merit badge blue cards.
- All other duties as assigned by the Program Director.

### Closing Camp

These are your duties in closing the camp for the season:

- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Give all incident reports, medical records, and log books (by week for the season) to the camp director to be kept on file in the local council service center.
- Move equipment to storage.