



Cornell University

Cooperative Extension

Jefferson County

<p>Classification Title: Temporary Camp Counselor, Sr. Functional Title: 4-H Camp Wabasso – Camp Waterfront Coordinator Supervisor & Title: 4-H Camp Wabasso Assistant Director</p>
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General Responsibilities

This position serves as **4-H Camp Wabasso Waterfront Coordinator** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist in weekly program design and implementation, daily operations, and the supervision of 4-H campers and counseling staff. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Assistant Director and the 4-H Camp Director. (*This position does not include cabin responsibilities.*)

Job Duties

- Insure proper set-up and organization of waterfront area and equipment.
- Provide orientation for campers on waterfront area, procedures and safety guidelines upon arrival at camp.
- Assess 4-H camper swim levels upon their arrival at 4-H Camp Wabasso and assign 4-H campers to appropriate American Red Cross swim class levels.
- Oversee Red Cross Certified Swimming Program.
- Monitor beach front, swim area, and water quality daily, and secure waterfront when not in use.
- Supervise all waterfront activities, including swimming, canoeing, boating, kayaking, fishing, and sailing.
- Assist and provide all 4-H camp staff with orientation, instruction, and training in all waterfront procedures and equipment in pre-camp orientation/staff training.
- Maintain all emergency/safety equipment, insure compliance with all safety procedures described in New York State Department of Health regulations for resident camp beach front/bathing areas, and maintain daily New York State Department of Health Beach Reports.
- Coordinate all non-instructional programs and special events that occur within the waterfront area.
- Insure proper monitoring of waterfront area during recreational swimming, and assist in lifeguarding responsibilities as needed.
- Assist in the development and coordination of all waterfront activities to be carried out by waterfront staff/lifeguards.
- Develop a “Buddy Board” system to ensure accountability for all 4-H campers and staff at the waterfront.

- Report all incidents or injuries occurring at the waterfront to the 4-H Camp Director and/or 4-H Health Coordinator, and assist in the completion of appropriate incident reports in a timely manner.
- Coordinate lifeguarding assignments.
- Assist in coordinating/assigning swim instructors to classes.
- Keep daily attendance of campers and staff involved in waterfront activities.
- Complete all appropriate paperwork regarding swim instruction, and insure that records are submitted to the American Red Cross office.
- Assist in inventory (pre and post season) and maintain materials and equipment needed for classes.
- Evaluate effectiveness of instruction/instructors.
- Evaluate 4-H camper swim levels at the end of each session or upon completion of swim class/requirements.
- Keep and dispense American Red Cross swim instruction lesson plans and award certifications.
- Attend camp orientation program.
- Participate in staff meetings and training events as scheduled.

Reporting Relationships

- This position reports directly to the Camp Assistant Director.

Qualifications

Necessary:

- Must be at least 21 years of age and have a minimum of three years lifeguarding experience.
- Must have current CPR and First Aid certifications (will help with re-certifications if necessary).
- Must have current Water Safety Instructor and Lifeguarding certifications (will help with re-certifications if necessary).
- Must have training and experience in waterfront activities and management.

Key Knowledge, Skills and Abilities

- Demonstrated ability to schedule and supervise staff.
- Desire and demonstrated ability to work with children.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.

Special Requirements

- Must be able to meet the travel requirements of the position.
- Must be willing and able to stay at 4-H Camp Wabasso (including overnights) the entire time Camp is in session.