



Cornell University

Cooperative Extension

Cortland County

Classification Title: Temporary Camp Program Director
Functional Title: 4-H CampOwahta– Camp Waterfront Coordinator
Supervisor & Title: 4-H Camp Owahta Director

General Responsibilities

This position serves as **4-H Camp Owahta Waterfront Coordinator** responsible to Cornell Cooperative Extension Association of Cortland County. The primary responsibilities of this position are to oversee and coordinate 4-H Camp Owahta's waterfront and swimming activities, and to maintain the standards that lead to a quality program, to identify and meet camper needs, and to operate in compliance with the American Red Cross requirements for water safety. In addition, this position accepts and performs other duties as assigned and deemed appropriate by 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 Owahta 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.
- Assist in the daily upkeep of camp facilities.

Reporting Relationships

- This position reports directly to the Camp Director.

Qualifications

Necessary:

- Must be at least 21 years of age and have a minimum of three years lifeguarding experience.
- Must have Lifeguard Supervision and Management Certification.
- 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 Owahta (including overnights) the entire time Camp is in session.