



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA-PROGRAM DIRECTOR

Job Title: **Waterfront Director**

FLSA Status: Exempt

Status: Seasonal

Reports to: Camp Operations Director

Department: Summer Camp

Revision Date: 10/10/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direct leadership to plan, direct, and supervise the swimming program, manage lifeguards and ensure waterfront safety.

ESSENTIAL FUNCTIONS:

1. Plan, oversee, and instruct all waterfront swimming activities including classes, swimming lessons, day camp swim, cabin activities and freetime, in accordance with Camp Jorn guidelines.
2. Supervise and manage lifeguards, ensuring active lifeguarding, proper ratios, and timely rotations, as well as planning and leading lifeguard in-services.
3. Uphold and maintain ACA and American Red Cross standards in regards to aquatics activities.
4. Ensure safety through regular maintenance checks of equipment, docks and facilities. Schedule repairs and restocking as needed. Ensure cleanliness and organization of docks and equipment.
5. Plan, run, and debrief aquatic emergency drills such as lost swimmers and rescues.
6. Manage non-lifeguard staff at the swim docks, monitoring the buddy board and buddy checks.
7. Coordinate with program directors for activity scheduling.
8. Be an active member of the Lead Team – assist and participate in special programming, evening activities, counselor coverage and opening/closing day events.
9. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
10. Perform other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, etc.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. Possess current certifications in Lifeguarding and CPR/First Aid/AED.
2. Be able to demonstrate swimming and lifeguarding skills in accordance with Camp Jorn, ACA and American Red Cross standards. Water safety instructor certification preferred.
3. Ability to swim and perform technical rescues from a variety of swim areas.
4. Specific knowledge of waterfront lifeguarding and lifeguard management.
5. Experience and confidence identifying and responding to hazards and emergencies, implementing proper emergency procedures.
6. Proven leadership ability with organizational skills and a talent for supporting others.
7. At least 21 years of age is preferred.
8. Ability to build relationships with campers, parents and staff.
9. Self-motivated, taking initiative and aware of the needs of camp.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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.

- Physically perform all skills required to be a lifeguard.
- The ability to work in outdoor conditions and environments for extended periods of time, including hot days in the sun.
- Ability to lift equipment up to 50 pounds.
- Spend long periods of time standing and walking.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____