

LAKE GENEVA  
**LG**  
**MINISTRIES**  
JOB DESCRIPTION

**TITLE: Waterfront Manager**

**DATE PREPARED: 9-29-22**

**DEPT: PROGRAM**

**REPORTS TO: Program Director**

**POSITION SUMMARY:**

The Waterfront Manager is a seasonal position employed from Mid-May beginning with lifeguard training and runs through Labor Day Weekend. There is some possible flexibility with these start and end dates.

This individual manages the safety of both properties' waterfronts: trains, leads, and schedules lifeguards from Memorial Day Weekend through Labor Day Weekend, also keeps the beaches, swimming areas, piers, boat houses and equipment of LGYC and CPC clean and inviting for guests.

Additional duties include assisting boat drivers in loading and unloading as well as removing and recovering the covers for boats, transporting watersports equipment to and from the boatshed, and caring for the cleanliness of the boats as needed. Also, scheduling a lifeguard to be on the boats for watersports and boating activity.

The Waterfront Manager must be lifeguard certified and preferably certified to administer lifeguard training. Prior experience managing a waterfront or equivalent experience is required. Must be at least 21 years old.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. **Safety** – Be responsible for placing safety and supervision of staff and campers during waterfront activities as the top priority. Uphold and exceed current local and national safety standards and policy as it pertains to the waterfront.
2. **Excellence** - Represents LGM in the most positive manner with prospective, former and current campers, customers, churches / groups and the community we serve. Interacts effectively with a diverse group of staff, volunteers, guests and other constituents.
3. **Training** - Responsible for training summer staff to meet current national standards and policy and ensure the ultimate guest experience.
4. **Scheduling** – Schedule staff as needed to ensure positive guest experience. Make sure waterfronts are open and ready on time. Interface with Full Time Program Team (Program Director, Assistant Program Director, Program Recreation Specialist, etc.) and Guest Services on programed camps and conference needs for scheduling and servicing of waterfront activities.
5. **Supervision** – Be responsible for supervision of staff to ensure ongoing development, safety and guest experience. Prioritize job tasks and complete tasks on time.
6. **Maintenance** – Perform daily preparation and cleaning of the waterfront such as raking the beach, washing off piers, and seaweed removal. Alert the Camp Program Director, Operations Director, or Executive Director of waterfront areas that pose a safety concern.
7. **Waterfront Logistics** – Make sure the waterfront is functional and ready for groups at the beginning of the Summer Season. Ropes for swimming area are in place. Sand on beach is spread. Floating dock is in place and

anchored. Lily pads in place. Buddy board protocol and buddy checks done according to guidelines. Swim Tests administered for guests and campers. Familiarity with Waterfront Manual to handle waterfront logistics with excellence.

**ADDITIONAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

1. Supervision of summer staff, teen staff, interns and other staff as directed and as it relates to waterfront activities and program needs.
2. Leadership - Lead campers, staff and co-workers spiritually toward Christ. To live an exemplary life and to have a focus of love for the Lord and others. To be responsible to teach Bible Studies, lead devotions, and disciple staff and campers one on one as needed.
3. Coordinates lifeguards to assist where necessary with a variety of Camp and Retreat duties as needed. This includes, but is not limited to morning trash runs and Saturday turnover during programmed summer camps.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- A. A Strong personal faith in Jesus Christ. Positive interpersonal skills and a team player.
- B. Knowledge:
  - a. Extensive waterfront training and experience.
  - b. Able to teach others the Bible in a small group setting and one on one.
    - i. Able to sign our statement of faith and affirm it
- C. Water based sports experience- canoeing, rafting, kayaking, swimming, speed boat driving is ideal
- D. Able to be responsible for camper safety while participating in waterfront activities.
- E. Current CPR and First Aid Training, Current Lifeguard Certification, boat Certification is ideal.

\*This job description is by no means all-inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

**Employee Review:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the Ministry's needs. I have been given a copy of this description.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_