

Lake Geneva Ministries

Job Title: Waterfront Manager

Organization: Lake Geneva Ministries

Site: Lake Geneva Youth Camp & Conference Point Center

Reports to: Program Director

Position Summary:

The Waterfront Manager provides leadership and oversight for all waterfront operations at Lake Geneva Ministries, (including waterfront locations at Lake Geneva Youth Camp & Conference Point Center), ensuring safety, excellence, and a Christ-centered experience for every guest. This role includes recruiting, training, & managing lifeguards and boat drivers, maintaining equipment and facilities, and upholding all safety standards. The ideal candidate will combine strong leadership skills with a heart for ministry and a desire to disciple others through their work.

Position Responsibilities:

Leadership & Supervision

- Recruit, hire, and onboard in a timely manner seasonal waterfront staff based on state guidelines, including lifeguards and boat drivers.
- Provide leadership, supervision, and spiritual encouragement to all waterfront staff.
- Create, maintain, and provide coverage for weekly staff schedules for lifeguards, boat drivers, and other waterfront personnel.
- Foster a culture of safety, teamwork, and guest service within the waterfront team.
- Conduct regular team meetings and provide ongoing feedback and evaluations for staff.

Training & Certification

- Plan and conduct comprehensive pre-season and ongoing training for lifeguards and boat drivers.
- Ensure all waterfront staff maintain current certifications (e.g., Lifeguard, CPR/First Aid, Boater Safety).
- Stay current on state, national, and insurance standards for aquatic safety, and communicate updates to the team.
- Enforce compliance with all safety regulations and best practices in waterfront operations.

Operations & Safety Management

- Oversee the daily operation of swimming areas, boating areas, and other waterfront program spaces.
- Conduct regular inspections of docks, swim areas, watercraft, and related facilities to ensure cleanliness and safety.
- Maintain all waterfront equipment, including tubes, ropes, lifejackets, rescue equipment, and buoys.
- Order, inventory, and manage waterfront supplies and equipment within the approved budget.
- Maintain accurate safety logs, maintenance records, and incident reports.
- Ensure proper supervision ratios and emergency action plans are in place and practiced regularly.

Programming & Guest Experience

- Coordinate boat use and scheduling for program camps, retreats, and guest groups.
- Support and assist program teams with waterfront-related activities, ensuring alignment with program goals.
- Provide an excellent guest experience by maintaining a welcoming, clean, and well-organized waterfront.
- Communicate effectively with group leaders and guests regarding waterfront schedules, safety rules, and expectations.
- Creatively enhance the waterfront experience through innovative programming and activities.

Administrative & Off-Season Responsibilities

- Assist the Recreation Manager and Program Team with off-season projects, events, and maintenance.
- Participate in weekly program planning meetings, department coordination meetings and contribute to long-term waterfront development goals.
- Prepare end-of-season reports, including staff evaluations, equipment inventories, and recommendations for improvements.
- Support other departments as needed to further the mission and operations of the organization.

Additional Responsibilities

- Serve as a positive representative of the organization's mission, values, and safety standards.
- Respond to emergencies with calm, professional leadership and proper procedures.
- Maintain effective communication with supervisors, staff, and other departments.
- Perform other duties as assigned by the Program Director.

Work Environment:

Lake Geneva Ministries (LGM) provides a Christ-centered, community-driven environment where ministry and mission come first. Our staff team serves in a culture of collaboration, spiritual growth, and service, united by a shared desire to see life changing experiences in Christ. The pace can be fast and dynamic, especially during the summer months when hundreds of campers and guests experience the property, programs, and hospitality of LGM.

Team members are often hands-on, adaptable, and willing to step outside their specific job descriptions to meet the needs of guests and support one another. Work often takes place outdoors in a beautiful lakeside setting, across a variety of weather conditions and activity levels. While the work can be demanding, it is deeply rewarding—each task contributes directly to creating spaces where campers and guests encounter Christ and experience genuine community.

Essential Skills and Additional Requirements:

Spiritual & Character Qualifications

- A committed follower of Jesus Christ with a growing personal relationship with Him.
- Demonstrates a desire and proven ability to disciple others in Christ-centered living.
- Models integrity, humility, and a servant-leadership mindset consistent with the mission and values of Lake Geneva Ministries.
- Passionate about Christian camp ministry and willing to embrace the sacrifice and joy that come with full-time ministry service

Leadership & Management Skills

- Proven experience in leading and managing teams, preferably in a camp, recreation, or ministry setting.
- Ability to recruit, train, and motivate staff toward shared goals and a culture of excellence.

- Strong decision-making and problem-solving abilities, especially in fast-paced or high-pressure environments.
- Organized, reliable, and capable of balancing multiple responsibilities and schedules.
- Committed to fostering collaboration and maintaining a positive, team-oriented atmosphere.

Technical & Safety Qualifications

- Current certification in Lifeguarding, First Aid, CPR, and Certified Lifeguard Instructing.
- Knowledge of boating safety, aquatic facility operations, and risk management procedures.
- Familiarity with state, national, and insurance safety standards for aquatic operations.

Interpersonal & Communication Skills

- Strong communication and interpersonal skills, with the ability to lead teams and engage positively with guests.
- Demonstrate excellence in customer service and guest relations.
- Open to feedback and committed to working within established leadership structures and organizational boundaries.

Other Requirements

- Must be at least 21 years of age.
- Willingness to work flexible hours, including evenings and weekends during peak camp season.
- Ability to lift and carry equipment, perform physical tasks related to waterfront operations, and work outdoors in variable weather conditions.

Reporting to this Position:

Seasonal waterfront staff.

Compensation:

On-site housing, weekly salary, paid leave time, and camp meals when available.