



# Camp Soles

## JOB DESCRIPTION

### Waterfront Director

Apply Online at [www.campsoles.org](http://www.campsoles.org) or  
Email resume & cover letter to [fun@campsoles.org](mailto:fun@campsoles.org) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

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### Position Summary:

The Waterfront Director will lead and manage the waterfront staff and oversee all water activities at the lake. Activities including swimming, canoes/kayaks/SUP, fishing and beach area will fall under the supervision of the Waterfront Director. He/She will ensure a safe and enjoyable experience for the campers and staff in all facets of the waterfront areas.

The Waterfront Director is a member of the Camp Soles Leadership Team. Leadership team positions are reserved for teachers, coaches, and other experienced childcare professionals who assume leadership roles at camp.

Reports to Assistant Director and Camp Director.

### Specific Responsibilities:

- Oversee the set up and break down of all waterfront areas at the beginning and at end of the summer
- Assist in the training of waterfront staff during staff orientation week
- Manage the physical facilities and equipment including inventory, maintenance and repair and ensuring waterfront areas and equipment are safe and clean
- Ensure that all waterfront areas meet all local, state and ACA guidelines
- Supervise all water activities and the staff at waterfront activities
- Be responsible for the health & safety of campers, staff & guests at water activities
- Ensure lifeguards follow proper procedures and safety guidelines
- Ensure lifeguards are using appropriate methods for recording and checking accurately who is at the water activity at any one time
- Evaluate the aquatic skill level of campers and staff
- Ensure that accurate records of swim instruction are maintained
- Conduct oneself with good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control
- Meet with area staff to discuss lifeguarding and swim instruction schedules
- Meet daily with directors and management team

- Evaluate each staff members performance throughout the summer
- Advise the camp directors on ways to improve the waterfront program
- Perform lifeguarding duties as directed by the Camp Director
- Help provide an atmosphere for developing good morale and well-being among the camp family
- Participate in other aspects of camp life as directed

**Essential Functions:**

- Be able to lift 20 pounds.
- Be able to carry 15 pounds through varying elevations.
- Walk, hike, and run in varying terrain and elevations.
- Have the ability to work long, hot, and busy days.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.*