



DOING
THE MOST
GOODSM

**The Salvation Army – Northern Division
Department - Northwoods Camp
Job Description**

Position Title: Head Lifeguard / **Program Assistant**

Salary Status: Special Camp Exemption

Classification: Not Rated

Reports to: Program Director, DYS, Camp Administrator

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Qualifications

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- Minimum age 18 preferred.
- Current; Water Safety Instruction Certificate preferred, Lifeguard Training, CPR for the Professional Rescuer and Standard First Aid certifications.
- Minimum 2 years supervisory experience in a similar aquatic area preferred.
- Must have at least 2 years experience as a lifeguard/similar position.
- Knowledge of pool and spa operation and chemical testing.
- Must live on the camp grounds throughout the duration of employment.
- It must be understood by the incumbent that the provisions of Safe From Harm will apply upon commencement of employment and also understood that the required Safe From Harm training be satisfactorily completed **by the end of Staff Orientation week.**

Summary of Position

The **Head Lifeguard/Program Assistant** is to provide leadership and professional knowledge in the waterfront department at camp. The incumbent is responsible for scheduling and managing the waterfront employees, as well as supervising the safety of all waterfront users. **This is a temporary summer time position without benefits and requires that you live at the camp in the quarters assigned. The duration of this position is determined by the summer camp programs.**

Essential Duties and Responsibilities

1. Participate in leadership training week
2. Conduct Aquatics orientation during general staff training. Work with Camp Leadership in planning this orientation.
3. Supervise all aquatic activities, and set example as head lifeguard.
4. Provide instruction in swimming, diving, boating, and water safety.
5. Plan water carnivals and inclement weather classes; (work with Camp Leadership).
6. Assist in preparation and implementation of **daily programs and** evening programs.
7. Participate in total camp program; *
 - a. Encourage Aquatic staff involvement with assigned units.
 - b. Assume other duties as requested by Program Manager if weather/ circumstances prevent ongoing aquatic activities.
8. Test pool daily, and monitor both physical and mechanical equipment.
9. Maintain daily general cleanliness/repair of pool, pool building, and pool equipment. Contact Maintenance Dept. for mechanical problems.
10. Maintain daily general cleanliness/repair of boathouse, boat room, docks, beach, pontoon boat, canoes, rowboats, oars, paddles, and related lake front equipment/area.
11. Implement work schedules for all Aquatic personnel.
12. Implement daily/weekly exercise and in-service training of lifeguards.
13. Maintain a sense of professionalism in Aquatic areas: self-control, service, positive attitudes, work ethic, sense of ministry.
14. Work cooperatively with Camp Leadership to facilitate programming requirements/requests for all groups. To include swim lessons, carnivals, basic water safety for staff/campers, pontoon rides, etc.
15. Assist with transportation of campers and staff.
16. Participate in and encourage attendance at staff devotions, outings, and worship services.
17. Maintain a servant attitude; function as part of the ministry leadership team.
18. Assist with maintaining of your assigned lodging, (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time).
19. Submit evaluation assessments for Aquatic staff (mid & end of summer).
20. Uphold the mission of the Salvation Army and Northwoods Camp while employed at camp.
21. Accept other related duties and assignments as given.

Additional Responsibilities:

1. Conduct curfew checks for the camp on a rotating basis, as assigned by the DYS.
2. Assist with orientation as assigned.
3. Assist with dismissing staff for session breaks.
4. Assist with opening and closing day procedures.
5. Develop special awards for your staff to motivate and recognize performance.

Staff Responsibilities:

1. Clean living area daily.
2. Be a team player
3. Willing to cooperate with all members of the staff regardless of their position.
4. Committed to the growth of campers spiritually, physically, educationally, emotionally, and socially.
5. Maintain a high level of interaction with campers and staff.
6. Be a constructive member of the staff, contributing in every way possible to the health, harmony and happiness of the Northwoods Camp family.
7. Pray that each camper will come to know Christ as Savior.
8. Attend weekly staff Bible studies.

9. Attend staff worship experiences.
10. Voice criticisms to your immediate supervisor first.
11. Be in accord with camp aims and policies being loyal to camp at all times.
12. Evaluate current season and make suggestions for the following season.
13. Respond positively to the direction of the Program Director when he/she makes schedule changes.
14. Assist where needed for the benefit of the campers and the smooth operation of camp.
15. These are not the only duties to perform. Some duties may be reassigned and other duties may be assigned as required.

*** Please note that full participation means that although you may not have an assigned responsibility you are required to attend and participate in the various daily programs of camp, such as evening programs, camper worship, cabin devotions, etc.**

Working Conditions

There are normally no hazardous or significantly unpleasant physical working conditions, with the exception of the occasional emotional distress or turmoil (due to varying situations) with and between staff and/or clients. Some of the work required of this position will be performed outdoors.

Blood borne Pathogens Exposure Risk Level

Risk Level 1 – The tasks or activities conducted by Risk Level 1 would involve no known expectation of exposure to blood or other potentially infectious materials.

Physical Activities and Requirements of Position

Talking

- Especially where one must frequently convey detailed or important instructions, information, and ideas accurately, loudly, or quickly.

Hearing

- Able to hear average or normal conversations and receive ordinary information

Repetitive Motion

- Movements frequently and regularly required using the entire body.

Visual Abilities

- Average, ordinary, visual activity necessary to prepare or inspect documents and for driving.

Physical Strength

- Variety of work; the majority of the time is prolonged standing, walking, with some running, bending, squatting, climbing, kneeling, twisting and lifting.
- Able to regularly lift/move 30 pounds and 50 pounds occasionally.

Mental Activities and Requirements of Position

Reasoning Ability

- Ability to deal with a variety of variables under only limited standardization.
- Able to interpret various instructions.

Mathematics Ability

- Ability to perform basic math skills, addition, subtraction, multiplication, division, fractions and percentages.

Language Ability

- Ability to speak read and write fluent English.
- Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
- Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.
- Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation and variation in word order; using past, present, and future tenses.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative and are not inclusive of the initiative expected to assume other responsibilities as needed. I have read the above job description and am fully aware of all the duties and responsibilities of this position and am capable of performing all duties.

I fully understand the Guidelines for Adults Working with Children or Youth and I agree to follow these guidelines. If accommodations are needed to perform the duties, I agree to provide medical documentation of the specific accommodations needed. I understand The Salvation Army will evaluate and determine whether it is financial and/or physically able to make the accommodations.

Employee Signature

Date

Supervisor Signature

Date