

PRESBYTERY OF EASTERN VIRGINIA

MAKEMIE WOODS - SUMMER CAMP JOB DESCRIPTION

Pool Manager

Qualifications:

1. Must be at least 21 years of age.
2. Hold Red Cross Lifeguard Training Certification or equivalent, current CPR and First Aid, plus WSI desired.
3. Must be a member of a Christian church and willing to share faith with others.

Responsible To:

The Camp Director, Assistant Director, and Program Director and to the maintenance mgr for pool maintenance functions.

Essential Functions:

Must perform lifeguard functions in accordance with American Red Cross certification, including swimming rescues. Responsible for visually checking and maintaining pool chemical levels, including the ability to carry a 30 lb bucket.

Preparation (before coming to staff orientation):

- 1) Prepare for this assignment first of all with prayer. The position is one of Christian leadership, through group leadership.
- 2) Master the camp manual of operations, including knowledge of all policies and procedures.
- 3) Read the counselor training book provided.

Christian Responsibilities:

- 1) Strive to make every aspect of camp life a Christian growth activity.
- 2) Assist in leading worship when requested.
- 3) Make prayer and personal growth a part of daily activities.
- 4) Maintain an attitude of committed maturity and strive to be positive Christian example to campers and staff.
- 5) Strive to be sensitive to the particular needs of campers and staff, being constructive in discipline, helpful in critique, and enthusiastic in compliments.

Specific Responsibilities:

With the assistance of another lifeguard:

1. Oversee daily maintenance of pool, backwash, deck, sweep, vacuum, balance, etc., and keep daily records of chemical tests.
2. Submit pool chemical needs to Maintenance Director at least one week in advance.
3. Inventory all aquatic equipment, see that it is in good repair, clean and available for use.
4. Post daily swimming schedules, when appropriate.
5. Make sure that a lifeguard is on duty at all times when pool is open.
6. Responsible for the security of pool (and canoes, when appropriate).
7. Assist in training volunteer and resident counselors in the area of aquatics.
8. Administer swim tests to all campers during their first pool session, and keep appropriate records.

9. Perform grounds keeping tasks around the pool area.
10. Report special needs to Director and Maintenance Persons.
11. May serve as a relief counselor when circumstances permit; these responsibilities may include, but are not limited to, relieving other counselors so they may have a break, assisting in program areas, washing dishes and/or packing cook-out orders.
12. Perform other appropriate tasks as assigned by the Director, Asst. Director, and/or Program Director
13. When assigned to a camper groups, participates in devotions and bedtime rituals unless assigned to another task.