



[www.fessendensummercamps.org](http://www.fessendensummercamps.org)

**APPLY NOW!**

### **Fessenden Day Camp**

#### **Assistant Aquatics Director Job Description\***

The Assistant Aquatics Director is part of the aquatics leadership team leading the staff, campers, and programming in the aquatics program in two outdoor pools. Our camp goal is that every camper leaves us a better, safer swimmer and more confident individual. The Assistant Aquatics Director is a seasoned instructor who provides leadership and mentoring to the aquatics staff, and develops a relationship with the campers and their families to ensure a safe, fun, and enriching experience in all aspects of aquatics. The Assistant Aquatics Director assists in supervising the aquatics staff and reports to the Aquatics Director. The position is for the full eight-week season (June 27th-August 19th) including events and staff training dates the week before camp starts. DateThis is a seasonal position.

#### Qualifications and Skills

- Current Lifeguard and CPR/AED/First Aid certifications from a nationally recognized organization.
- Current Water Safety Instructor certification preferred.
- Experience lifeguarding and teaching swimming preferably including at a camp and/or a management or supervisory position at a similar aquatics area for at least six weeks duration.
- Desire and ability to supervise, lead, and positively manage staff and campers in a cooperative, team-oriented camp atmosphere.
- Strong communication skills.
- Possess excellent character, integrity, adaptability, patience, self-control, enthusiasm, and a sense of humor.
- Must be 21 years of age or older.
- Pass a MA State run background check including a CORI and SORI.
- Proof of Covid-19 Vaccination Required.

#### Responsibilities:

##### Aquatics Program

- Direct, train, and coach aquatics staff in their daily responsibilities and emergency procedures.
- Serve on the aquatics leadership team including developing training for all staff and leading aquatics staff training before and during camp season.
- Design and lead aquatics initiatives and events working with the Aquatics Director and senior leadership team.
- Develop and implement strategies to help aquatics staff, all staff and campers be successful and safe at pools.
- Meet regularly with the Aquatics Director for planning and goal setting for yourself, aquatics staff and program.
- Conduct formal written evaluations of aquatics staff mid-season and the end of the season along with the Aquatics Director.
- Regularly conduct informal evaluations of aquatics staff.
- Proactively communicate with parents about successes and concerns regarding their child.
- Coordinate with Aquatics Director and CIT director to schedule and teach CITs to assist with swim activities and teach aquatics staff how to appropriately work with and educate assigned CITs.
- Participate in implementation of all swimming activities including teaching and lifeguarding.
- Assist in emergency procedures and ensure necessary paperwork is completed and filed with the city and state.
- Assist in scheduling swim lessons, job rotation, afternoon lifeguarding, and event lifeguarding assuring appropriate staffing.
- Assist in overseeing the evaluation of campers in swim lessons and ensure necessary paperwork is completed for families and the Red Cross.

#### Miscellaneous

- Uphold all policies and philosophies of Fessenden Day Camp and further the mission of the camp.
- Follow and uphold all state and local health and safety regulations and guidelines and those set by the Camp.
- Set a good example for staff and campers in all areas, including but not limited to health and safety, accountability, fairness, organization, punctuality, following the rules, and teamwork.
- Coordinate and assist in leading camp-wide initiatives and events with director team.
- Discuss with the Aquatics Director any concerns about staff and evaluate future employment.
- Conduct regular cleaning and check of pool areas and equipment according to health and safety protocols.
- Perform other duties as assigned by Aquatics Director and Director, including assisting in many different responsibilities to ensure the safety, well-being of both staff and campers.

#### Job Requirements

- Available 8:30am-4:15pm, Monday – Friday and Special Event times for the entire camp season. There will also be at least two days during the camp season you will be required to stay late for special events.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate health and safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Some high level activity which may include running, dancing, swimming and jumping.
- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- Demonstrate lifeguard and swimming skills including proficiency in all strokes, swimming 500 yards, rescues, removals, CPR and first aid.
- Possess the visual and auditory ability to identify and respond to environmental and other hazards related to camp and swimming activities.

\*Subject to be amended at any time.