

## Job Description

**Position:** Aquatics/ Marina Counselor

**Reports To:** Campus Director/ Lead Counselor

### **Duties and Responsibilities:**

- Responsible for always smiling and keeping an up beat attitude!!
- The waterfront is open 9 to noon and 1 to 5 each day; please arrive 10 minutes in advance of opening to make sure everything is ready in time.
- Responsible for setting up aquatics area each morning (ready canoes and paddleboats, put out kayaks, paddles, flotation device, etc.).
- Responsible for putting away equipment and locking up boats at the end of the day.
- Responsible for checking each boat for good repair and cleanliness after each use.
- Responsible for making sure *all* individuals taking boats out have on personal water safety flotation devices
- Aquatics counselors should on a daily basis check all docks (checking for loose boards or cleats), equipment (broken oars, frayed ropes, torn flotation devices, leaks in boat). Any problems should be reported to the Campus Director.
- Responsible for upkeep around the aquatics/beach area. Maintaining the cleanliness of the beach around the aquatics area by raking and picking up any debris.
- Give basic boating instructions when necessary. Be sure campers have a basic knowledge of the boat they are using, before sending them off.
- Responsible for making sure all campers adhere to proper boating safety when using all water crafts.
- Responsible for signing boats in and out with the users.
- Responsible for maintaining a professional, neat and clean appearance at all times, no altering of volunteer t-shirts.
- Responsible for adherence to all rules, regulations and policies of the camp.
- Responsible for learning the communication system in the even of an emergency (i.e. radio, air horn, bull horn etc.).
- Responsible for other duties that may be assigned from time to time.