Westtown School Summer Camps

Job Description

Job Title: Program Area Specialist - Waterfront Director
Classification: Seasonal
Reports to: Program Director

Westtown School Summer Camp is a traditional day camp program, serving a general population ages 4 to 14, located in West Chester, PA. It is operated as part of the Westtown School, an independent Quaker School founded in 1799. On its 600 acres, discovery and investigation await every child in a creative, supportive and inclusive environment rooted in Westtown School outdoor education traditions. Westtown School faculty and staff members lead campers in a wide variety of action-based education projects each and every day. Our programs reflect the highest qualities of respect and cooperation between counselors and campers. Campers can attend one week or up to eight weeks of camp in a variety of configurations.

Position Purpose: To further the mission of the camp through the development and delivery of specialty aquatic programs. These programs include swim lessons, canoe programs, and recreational swim periods.

Essential Job Functions:
- Waterfront specific tasks:
  - Train swim instructors to deliver Westtown Aquatic Club lessons
  - Ensure that quality lessons are delivered, and report cards are sent home
  - Communicate with parents as needed
  - Plan and run in-service training for Lifeguards
  - Schedule guards and instructors
  - Track swim ability levels for all campers
- Develop and deliver programming that is appropriate for the age and abilities of the campers
  - Write lesson plans that meet camp area outcomes for the ability of the campers.
  - Evaluate ability of campers and staff
  - Design and deliver activities that cover a range of topics in specialty area
  - Evaluate the success of the area programing
- Ensure that camp staff and campers know and follow safety and educational procedures
  - Train other staff in their responsibilities in specialty area
  - Ensure campers and staff follow safety procedures
- Assist in the management and care of the physical facilities and equipment in program area
  - Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner
  - Maintain equipment
  - Conduct a daily check of assigned areas and equipment for safety, cleanliness, and good repair.
  - Clean area, keeping it free of hazards and debris
Other Job Duties:
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Ensure that camp staff and campers know and follow safety and educational procedures.
- Participate as a member of the camp staff team to deliver and supervise special events and other all-camp activities and camp functions.
- Assist in the planning of any special events.

Qualifications: (Minimum qualifications and experience)
- Advanced knowledge of program area
- Current certification in first aid and CPR/AED/Lifeguarding
- Water Safety Instructor certification preferred

Knowledge Skills and Abilities:
- Training and experience in teaching in program area
- Desire and ability to work with children indoors and outdoors in varied conditions

Physical Aspects of the Position:
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (Fire, Evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.

Compensation: $14 to $19 per hour based on experience.

Some physical requirements of specialty positions could include standing, bending, stooping, and stretching. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program.