

# Swim Program Coordinator

## Job Description

**Reports To:** Waterfront Coordinator & Director of Camp Programs

**Supervises:** Lifeguards and Sailing Specialists



### American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

**Job Location:** Position is located at Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain. Employees must live onsite for their employment, including two weeks of staff training and the two 3-week camp sessions.

**Job Type:** Full Time, Seasonal. Employment begins June 6 and ends August 11.

### Job Summary:

Merrowvista is an overnight, residential summer camp for youth ages 8-17. The Swim Program Coordinator will co-manage and supervise a team of three lifeguards and one Sailing Specialist. The Swim Program Coordinator's main responsibility is to oversee all swim instruction, curriculum planning, and scheduling at camp pertaining to swim lessons/instruction. This role will work primarily with elementary and middle school campers, but also with high school campers when they are onsite in between multiday adventure trips. This role is responsible for maintaining safety standards at the waterfront, ensuring all equipment is used properly, scheduling lifeguard staff for swim lessons and assisting with training the waterfront staff. The Swim Program Coordinator brings experienced leadership to the team and provides daily guidance, instruction and encouragement to their staff. This role will create, execute and manage the logistics, staffing, supplies, scheduling and facilitation of waterfront programming as well as provide administrative support to the Directors and Activities Coordinator. The person in this role will be invited to bring new, creative programmatic ideas to Merrowvista while also bringing to life the camp's many traditions.

### Position Responsibilities:

- Manage and co-supervise a team of Lifeguards and the Sailing Specialists, providing training and daily support to the staff.
- Offer guidance and coaching to the staff on facilitation skills, lesson planning, activity preparation and proper lifeguarding protocols.
- Create and maintain schedules, ensure proper staff and lifeguard coverage at the waterfront at all times, especially swim lessons.
- Co-Direct the swimming skills test for all campers and staff, with a close eye on safety for beginners.
- Assign campers to swim lessons based on skill and ability, maintain an accurate daily roster.
- Prepare all camp programming in advance, delegate responsibilities to the lifeguards and partner with the Activities Coordinator in advance to ensure success.
- Bring new, creative ideas for waterfront games, carnival activities and special events and carry through from brainstorming to execution with close attention to detail.
- Assist in Inventory of all waterfront supplies, order additional resources when needed and store properly in between uses. Maintain a clean and orderly Boathouse.
- Create and deliver alternative activity plans in case of inclement weather or other urgent changes.
- Evaluate the performance of the Waterfront team, providing two formal evaluations.

- Assist with camper care and behavior management when campers are at the waterfront.
- Ensure the safety of campers at all times, follow and implement all safety standards with attention towards risk management.
- Build relationships with campers to foster friendly, nurturing and age-appropriate group dynamics.
- Communicate daily with supervisor, attend staff meetings and receive guidance and instruction.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

**Skills and Qualifications:**

***Required:***

- Minimum Age: 21 by June 30, 2024.
- Lifeguarding certification (a renewal course will be offered, but prior certification is required).
- 2-3 years working or volunteering with youth in recreational or educational settings.
- Professional experience as a peer supervisor or 2-3 years of student leadership.
- 2-3 years of lifeguarding experience.
- Demonstrated leadership within a water-based program area.
- Close attention to detail, highly organized and able to take initiative.
- Demonstrated ability to follow through on projects and deliver on deadlines.
- Excellent communication skills both verbal and written.
- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers to explore through play and creating a space where youth feel included and a sense of belonging.
- Fully participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth-centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

***Preferred:***

- Water Safety Instructor Certification (will provide if needed).
- Experience being a Designated Aquatic Supervisor.
- Previous experience working at a summer camp.
- 1-2 years organizing and executing recreational programming or experience with event planning.
- A personality and character that exudes leadership, flexibility, trustworthiness, creativity, energy, inspiration and positivity.

**Work Environment:**

- Live onsite in communal housing with other staff members for the duration of employment including weekends and evenings and be available 24 hours/day in case of emergencies.
- All meals are provided. Dietary accommodations will be made when needed.

**Compensation:**

- Weekly pay: \$750
- Employees will receive one day off for every six days worked.

**Company Culture:**

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

*Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.*

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

*Updated: 2/13/2024*