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RED WING YMCA JOB DESCRIPTION

Job Title: Waterfront Director – YMCA Camp Pepin
Starting Rate: \$450/week; room and board
Employment Dates: June 4th to August 18th, 2025

FLSA Status: Seasonal
YMCA Leadership Level: Leader
Reports to: Camp Pepin Director, Program Director

POSITION SUMMARY:

The Waterfront Director plays a crucial role at Camp Pepin, overseeing one of the camp's most defining and high-risk areas—Lake Pepin and the waterfront. Ensuring the safety of campers, staff, and participants is paramount, and the Waterfront Director is responsible for maintaining strict adherence to all operating and safety procedures. This role involves training lifeguards and staff, running emergency drills, and making critical decisions related to weather, water quality, and safety protocols in collaboration with the Camp Director.

In addition to safety management, the Waterfront Director serves as a primary instructor for waterfront activities, including kayaking, canoeing, paddleboarding, sailing, and swimming. The role also includes evaluating counselors on their teaching proficiency, conducting regular equipment inspections, and ensuring all waterfront activities operate smoothly and safely. The Waterfront Director ensures that Lake Pepin is both celebrated and safely enjoyed by all, balancing risk management with the joy of outdoor adventure.

ESSENTIAL FUNCTIONS:

1. **Ensure Safety:** Implement and enforce all Standard Operating Procedures (SOPs) and Emergency Procedures for waterfront activities, making critical decisions on weather, water quality, and lifeguard coverage in collaboration with the Camp Director.
2. **Lead Staff Training and Drills:** Conduct in-service sessions, safety training, and emergency drills for lifeguards and staff, ensuring they are proficient in all waterfront procedures and emergency responses.
3. **Oversee Waterfront Instruction:** Serve as the primary instructor for kayaking, canoeing, paddleboarding, sailing, and swimming, while developing and adapting the curriculum to meet camper needs.
4. **Maintain Equipment:** Conduct daily safety checks and regular maintenance of all waterfront equipment, ensuring it is safe, functional, and ready for use.
5. **Support Staff Development:** Mentor and support counselors throughout the summer, providing ongoing feedback and contributing to their professional growth and development.
6. **Foster Camper Development and Supervision:** Apply youth development principles, ensuring campers are safely supervised at all times while engaging in meaningful and inclusive waterfront activities.
7. **Contribute to Camp Pepin's Legacy:** Embody the values and mission of the YMCA and Camp Pepin by continuously working to enhance its reputation within the community. Uphold high standards of service and commitment, fostering a positive and impactful camp environment that families rave about.

YMCA COMPETENCIES (Leader):

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Program Staff will be midmorning Sundays through Friday evenings. Camp Pepin Program Staff will assist with the preparation and planning of Staff Training via virtual meetings before camp starts. Program Staff are expected to be onsite 24 hours a day when camp is in operation. There are times when staff will be off or away from children when camp is in session, though the camp director will develop a schedule of duty times.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Visual/auditory ability to identify/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, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Resident Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Program Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing area to retrieve a van from the Red Wing YMCA fleet.

QUALIFICATIONS:

1. Must be at least 20 years of age.
2. Must be able to obtain or become certified in First Aid/CPR and Lifeguarding (camp will provide certification).
3. Demonstrated knowledge and skills in waterfront programming, including swimming, kayaking, canoeing, paddleboarding, and sailing.
4. Strong leadership and organizational abilities, with experience in supervising staff and children in a camp setting.
5. Ability to effectively communicate and interact with campers and staff of all ages, fostering a positive and inclusive environment.
6. Desire and ability to work outdoors with children, ensuring their safety and providing instruction in waterfront activities.
7. Ability to observe camper behavior, enforce safety guidelines, assess risks, and apply appropriate behavior-management techniques.
8. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____