



## Pathfinder Lodge Camp Vick

**Vick and Pathfinder Camp and Conference Ministries**  
PO Box 559  
Manlius, NY 13104

### **JOB DESCRIPTION**

**Position:** Waterfront Director  
**Reports To:** Program Director  
**Classification:** Seasonal

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### **Job Summary**

The Waterfront Director is responsible for the oversight of all programs, activities, and equipment associated with water sports.

### **Essential Duties and Responsibilities:**

- Supervision of waterfront staff, activities, and equipment.
- Work closely with the Facilities Manager to maintain the equipment and buildings as necessary.
- Maintain staff and activity schedule, including lifeguards and boating staff.
- Train staff in water safety, including swimming instructors.
- Work with Program Director to create weekly program and activity schedules.
- Maintain swimming area, boating area, facilities, and equipment, adhering to all health department codes.
- Communicate issues and needed repairs to the CEO and/or the Facilities Manager.
- Maintain a comprehensive inventory of all supplies and equipment.
- Comply with all health-related protocols and procedures as required.

### **Expectations:**

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Treat the entirety of the camp community with dignity and respect.
- Communicate regularly with the Program Director to coordinate operational issues associated with the buildings and program space.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

**Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Program Director informed of all critical issues relating to his/her areas of responsibility.

**Qualifications:**

- A. 21 years of age with a high school diploma or GED.
- B. Camp experience preferred, but not required.
- C. Ability to maintain the mission and vision of VPCCM.
- D. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- E. Certified progressive swimming instructor in WSI, or a qualified lifeguard with beach certification by the American Red Cross.
- F. Certification in CPR for the Professional Rescuer.
- G. Have 3 seasons of previous waterfront experience.
- H. Knowledge of, or ability to learn, maintenance of camp equipment including small watercraft, PFD's, paddles, tubes, etc.
- I. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- J. Have the ability to work with people of all ages.
- K. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- L. Thrive in a team-oriented environment; be a team player.
- M. Ability to work in a fast-paced environment and maintain poise under pressure.
- N. Must maintain a valid driver's license.
- O. Ability to speak, write and understand English in a manner sufficient for effective communication with leadership and field personnel.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 70 pounds.  
Requires bending, squatting, walking, and hiking.  
Requires working in an outdoor environment.

**Travel:**

Limited travel is required

**Working Conditions:**

Work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_ \_  
(Date)

\_\_\_\_\_  
(Supervisor, CEO)

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(Date)