

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

Pool Director

Desired Qualifications: College Graduate, Life Guarding, and WSI.

Experience: Previous Management Experience.

Responsible to: Waterfront Director, Assistant Director in Charge, Assistant Directors and Camp Directors.

Qualifications:

- At least 21 years of age.
- Holds at least a WSI (Water Safety Instructor's Certificate from the American Red Cross)
- Has Prior Experience in maintaining a Pool.

The Waterfront Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

Specifically, the Waterfront Director shall be responsible for the following:

- 1) The training of staff and the instruction of progressive swimming and pool activity classes using the American Red Cross program as a guide.
- 2) The supervision of the pool, its operation, program and safety of individuals at all times. The Director must schedule one guard (holding at least an ARC-Lifeguard Training Certificate) for every 25 persons in the water. There must also be an overall ration of 1 guard for every 10 persons in the water.
- 3) The keeping of water testing reports and taking and submission of pool and lake water samples to the Camp Director for mailing to the state-testing laboratory. The Pool Director is also responsible for the chlorination and filtering of the pool.
- 4) Supervising and scheduling the entire waterfront staff. This is a shared responsibility with the Lake Director. This includes the assignment of certain classes to various instructors. The Pool Director is also responsible for scheduling counselors for life guarding duty during general swim and pool parties.
- 5) Scheduling, organizing and supervising all pool events, (i.e. camp swim team, inter and intra camp swim meets, water carnivals and Olympic water events).
- 6) Responsible for the preparation and promulgation of safety regulations for the pool program activities.
- 7) Responsible for the grading of the campers and the preparation and the presentation of appropriate awards at the campfire. The Pool Director is also responsible for the keeping of all appropriate instructional records.
- 8) Responsible for maintaining an inventory of all expendable and non-expendable equipment relating to the pool and lake front areas. All requests for supplies must originate with the Waterfront Director who will present all such requests to the Camp Director.
- 9) The Pool Director is responsible for keeping his or her specialty area free from hazards and is also responsible for reporting all maintenance problems to the Maintenance Supervisor. Visual Inspection for hazards or maintenance problems are to be made daily.
- 10) Maintaining a clean pool and lake area. This includes the daily cleaning and vacuuming of the pool, the removal of all litter, and removal of all grass growing in and around the concrete surrounding the pool and returning lost and found to camp office.
- 11) The Pool Director is responsible for supervising the Lake and Lakefront activities in the absence of the Lake Director. On days off, a responsible lifeguard will supervise the lake during activity periods.
- 12) Securing and submitting all reports, inventories and evaluations as requested by the Camp Director.
- 13) Reporting immediately to the Camp Director all concerns of an emergency nature.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.