

Job Description

Camp Hazelhurst Waterfront Director

The Camp Hazelhurst Waterfront Director (WFD) is a seasonal (summer) position. The WFD must be a high school graduate or GED and must have current certification in Red Cross "Life Guarding, First Aid with CPR and AED." AED is an automated external defibrillator. The WFD reports to the Hazelhurst Beach Chair.

The Waterfront Director's hours are based on a 40 hour work week. The schedule is seven (7) hours per day (10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 6:00 p.m.) with Wednesday "Off" and Sunday morning "Off." (The Sunday morning may be changed to a week day if desired.)

Responsibilities of the WFD include the following:

- Maintain watch of swimmers and other beach activities to prevent accidents.
- Display beach warning flags (i.e., green, yellow and red) as necessary in accordance with the Beach Rules.
- Transport and return the AED and the Long Range Phone to and from the beach daily while on duty. The AED and Long Range Phone are stored at the Beach Bathroom when the Waterfront Director is not on duty. Check operational status of the Long Range Phone daily by testing for a dial tone.
- **Utilize the Long Range Phone and Beach 911 telephone system in the event of an emergency.** The Waterfront Director has a Long Range Phone dedicated cordless phone tied to the 911 phone system in addition to the 911 phone station located on the beach.
- Be familiar with and help enforce Camp Hazelhurst and Beach rules
- Replenish first aid supplies as used.
- Keep the beach bathroom facility supplied with toilet paper and maintain the toilet facility in a neat and presentable manner.
- Mark swimming and boating areas as necessary with buoys.
- Teach swimming lessons in the morning (the specific mornings to be determined by the Waterfront Director) with the exception of holidays, weekends, and one day a week off.
- Remove and bury dead fish in the sand and remove and dispose of any sharp and dangerous objects found on the beach.
- Shovel and sweep the sand off the stairs and boardwalk.
- Monitor Hazelhurst beach use to help enforce the Hazelhurst rule "only active Prairie Club members and their guests will have use of the Camp Hazelhurst facilities." Any blatant violations should be reported to the Hazelhurst Beach Chair.
- Unlocking Club-owned boats (COBs) for use at beginning of shift.
- Supervising swim tests for COB users.

- Asking would-be COB users who have passed the swim test:
 - A. whether they have adequate experience and skills or have watched appropriate training videos, and
 - B. whether they have submitted signed waivers or need to sign before launching.
- Maintaining package of waivers for prospective COB users to sign, as appropriate.
- Maintaining log for COB users to provide name, boat, and time of use.
- Signaling, via flag, “return promptly, weather worsening” when appropriate, e.g., when beach flag is changed from green to yellow.
- Locking the COBs at the end of shift.
- Ensuring club-owned paddles and PFDs are appropriately stored each night.
- The Beach Chair, or his designee, may perform these duties at his discretion when the WFD is unavailable.
- The Life Guard stand and Rescue Board are for the use of the Waterfront Director only.
- No beach gear other than that of the Waterfront Director and Prairie Club property shall be stored at the Life Guard stand.