

**Position Description:** Aquatics and Activities Coordinator

**Reports to:** Activities Supervisor

**FLSA Status:** Non-exempt



**Job Summary:** Aquatics and Activities Coordinator is responsible for all Aquatics activities related to Hume sponsored Youth Camps, Adult Retreats and Guest Groups. This includes the lakefront, pools, ponds as well as seasonal activities for camps and retreats during the fall, winter and spring months. This position must be able to maintain a safe, positive and encouraging camper experience.

### **Organizational Strategy**

- Works directly with the High Adventure and Activities Coordinator.
- Oversee and maintain equipment for the yearly operations of:
  - Ark - Legends, game room and ark recreation area
  - Pools - Facilitate Maintenance of pools, pond equipment, boats, bikes and other seasonal projects
- Oversee and maintain equipment for Seasonal operations of:
  - Boathouse
  - Spring and Fall seasonal activities:
    - Scenic Tours
    - Downhill mountain bikes
    - Disc Golf
  - Winter Activities:
    - Oversee Ice Skating rink and all Ark related activities
    - Broom Hockey
- Assists in Activities maintenance and building projects.
- Assist in set, prop and various other stage and video production builds.
- Assists all Camp Directors in any activity needs pertaining to their specific camp.

### **Managing**

- Leading Joshua students and weekend staff in support of spring and fall adult retreats, as well as youth winter camps.
- Hire, train and oversee summer boathouse and lifeguard staff, and weekend activities staff.
- Provide co-oversight of lifeguards serving in Meadow Ranch, Wildwood, and Wagon Train.
- Maintain a climate that attracts, retains and motivates top quality staff and volunteers.
- Modeling behavior and coaching people to success.

### **General Qualifications**

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others.
- Must be able to agree with our Statement of Belief and abide by our Code of Conduct.
- Must be able to live in available Hume Lake housing or provide private accommodations.
- Have ability to organize and hire weekend staff positions.
- Have the ability to make minor facility improvements, perform safety and checks.
- Have the ability to accept guidance and supervision; maintain: enthusiasm, sense of humor, patience, and self-control.

- Ability to manage multiple projects at a time.

### **Specific Qualifications**

- Acquire and maintain certifications, training and or continuing education pertinent to activities, facilities, and equipment including:
  - CPR/First Aid/Life Guard Certification
  - Certified Pool Operator or Aquatic Facilities Operator Certification
  - Class B licensing

### **Required Competencies:**

- **Lifeguard Instructor Certified**
  - Comfortable and confident to provide high-level in-house lifeguard certification.
  - Be a minimum of age of 21 years.
- Ability to train and supervise staff in all areas of year-round responsibility.
- Willing and able to deliver Bible studies and Christ-centered teaching and mentorship to staff.

### **Physical Demands**

- Must be able to stand for extended periods of time; may be on uneven or rugged terrain.
- Must be able to live and work in extreme weather conditions.
- Must be able to lift and/or move up to 50 pounds; increased amounts of weight may be required.
- Must be able to live at high altitude and in small living quarters.
- Out-of-town and/or overnight travel may be required.
- Operate mechanical equipment.

### **Educational**

- Completion of Bachelor's degree is preferred, and/or equivalent experience in related field.

### **Other**

- Reasonable accommodations may be made to enable individuals with disabilities to preform functions of position.
- Perform other related duties and assignments as required; Hume Lake maintains the right to reassign or change duties as required.