

# **Camp Hazelhurst Waterfront Director Job Description**

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 certifications in Red Cross Life Guarding, First Aid with CPR and AED. The WFD reports to the Hazelhurst Beach Chair.

The Waterfront Director's hours are based on a 40 hour work week.

## **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.
- Bring the AED and the Long Range Phone to the beach whenever on duty. The Long Range Phone is a dedicated cordless phone tied to the 911 phone station located on the beach. Store the AED and Long Range Phone at the Beach Bathroom when not on duty.
- Use the Long Range Phone and Beach 911 telephone system to summon first responders in emergencies.
- Check functioning of the Long Range Phone daily by testing for a dial tone.
- Be familiar with and help enforce Camp Hazelhurst and Beach rules
- Replenish first aid supplies as needed.
- Separate swimming and boating areas with buoys as necessary.
- Teach swimming lessons at least three mornings each week.
- Keep the beach bathroom facility supplied with toilet paper and keep the facility neat and presentable.
- 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.
- Supervise annual swim tests for users of Club-owned boats (COBs).

- Verify that would-be COB users who have passed the swim test:
  - A. have adequate experience and skills or have watched appropriate training videos, and
  - B. have submitted signed waivers or need to sign before launching.
- Maintain waivers for COB users to sign, as appropriate.
- Maintain log for COB users to provide name, boat, and time of use.
- Ensure club-owned paddles and PFDs are appropriately stored each night.
- Assist the Beach Chair with COB management, as appropriate.
- Ensure that the WFD Chair, Rescue Board and Throw Ring are reserved for exclusive use by the WFD, except in emergencies.
- Let only WFD equipment or Prairie Club property be stored at the WFD Chair.
- Recognize that the Beach Chair, or his designee, may perform COB-related duties at his discretion when the WFD is unavailable.