



AQUATICS DIRECTOR Position Description

POSITION CONCEPT

The Aquatics Director oversees the Aquatics programs, which includes the supervision of the lakefront and the swimming pool areas. The Aquatics Director reports to the Program Director.

PRINCIPLE RESPONSIBILITIES

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide a program that is exciting, dynamic and appealing to today's youth; that meets the needs of the youth and the units attending camp; and that is fun and safe.
- Attend monthly pre-camp planning sessions.
- Assist Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Program Director, perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Program Director in staff training. Attend pre-camp staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Supervise and coordinate operation of Aquatics Sports programs. Familiar with requirements of Canoeing, Lifesaving, Rowing and Swimming merit badges, belt loops, pins, awards, activities or recognitions offered in program. Directly instruct participants and/or supervise staff instructors.
- Maintain a clean, safe and efficient program area. Adhere to BSA, U.S. Coast Guard and other governing jurisdiction regulations. Specifically, be familiar with and adhere to aquatics-applicable sections of these publications: BSA "National Camp Standards", "Guide to Safe Scouting", No. 34416, and "Camp Program and Property Management", No. 20-920B, Section V "Aquatics". Ensure that all points of Safe Swim Defense and Safety Afloat are followed.
- Track and maintain scout merit badge (or other recognition) information using computerized (and paper backup) record-keeping practices. Input individual scout merit badge (or other recognition) information into database (daily or weekly). Ensure that weekly merit badge (or other recognition) information is provided to Program Director each Friday night.
- Coordinate required Swim Tests for scouts and staff.
- Ensure control and security of aquatics equipment, pool, watercraft and program materials. Ensure that pool and equipment are maintained properly. Maintain current and accurate inventories of program materials, supplies and equipment.

Coordinate ordering of necessary supplies and materials with Program Director.
Ensure the creation of a maintenance and replacement schedule for all watercraft and major equipment.

- Support and participate in camp wide programs, as required.
- Other duties as assigned by Program Director or Camp Director.

Daily Operations

- Make sure each aquatics program is presented on time with all materials on hand, ready to go.
- Develop and maintain an aquatics program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt swimming without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Inspect program materials frequently and keep your camp director informed of any supplies needed.
- Ensure a safe and adventurous swimming experience, while fulfilling the requirements of the Aquatics Merit Badges.

END OF SEASON

- Update the Council Aquatics SOP to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date

ADDITIONAL QUALIFICATIONS

- Be at least 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Possess a valid certificate of training as an Aquatics Instructor from a BSA National Camping School.
- Possess a valid certificate as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation.
- Certified in American Red Cross First Aid and CPR/AED for Professional Rescuers and Health Care Providers, or Council-approved equivalent.
- Familiar with MS Word and Excel and/or use of computer databases.