

Camp Ho Mita Koda, Summer 2010

Camp Lifeguard

Job Summary: Camp Lifeguards work under the direction of the Camp Director, Waterfront Manager and in collaboration with other lifeguards and camp staff to facilitate and supervise instructional and recreational aquatics programming for groups of campers at the Camp swimming pool and lake. Programming may include, but is not limited to, swimming, kayaking, canoeing, rowing, water games, and fishing. Lifeguards will assist in other areas of the Camp program by providing direct support and supervision of campers during meal times, evening programs, wake-up and bedtime routines, and overnight supervision. Lifeguards are required to live on-site in a camper cabin, attend waterfront training and staff orientation, and be available for the entire length of the Camp program.

Camp Ho Mita Koda is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda. Staff training and orientation will be held prior to camp and will include diabetes education. A residential, licensed medical staff is part of the Camp program. Lifeguards are not responsible for the medical management of campers' diabetes.

Camp Schedule: Waterfront Training (June 9- 11), Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Mini Camp (June 26), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

Required Qualifications:

General

- High school graduate and at least 18 years of age.
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, sex-offender registry check, and lifeguard skills demonstration.

Required Certification & Training:

- Must possess current First Aid and CPR certifications that remain valid through August 2010.
- Must possess American Red Cross or equivalent Lifeguard Training certifications that remain valid through August 2010.
- Small Craft Safety certification (training will be provided during Staff Orientation & Training Week).
- Must verify skills in rescue and emergency procedures by demonstration/skills check during staff orientation.
- Must attend and participate in Camp's Waterfront training, Small Craft Safety certification training and all-staff orientation. Must attend and participate in staff meetings and any scheduled waterfront education or skills sessions throughout the summer season.

Essential Functions, Knowledge, Skills and Abilities: Camp Lifeguards must be able to perform all the essential functions required of a lifeguard and be able to demonstrate the following essential knowledge, skills and abilities:

- Under the direction of the Waterfront Manager, serve as an activity instructor for a group of campers at designated activity times. Programming will include, but is not limited to free swim, camper swim assessments, swim lessons, fishing, water games, and recreational and instructional boating. Lifeguards may be required to

follow established curriculum for some programs and activities. Lifeguards may be asked to assist with the development and design of new waterfront programs and activities.

- Lifeguards will successfully complete a small craft safety certification course during Camp's Waterfront Training. Lifeguards will learn basic skills and safety for canoes, kayaks and rowboats and utilize these skills during recreational and instructional boating activities with campers.
- Serve in the role of lifeguard during designated times at the swimming pool and lake. Guarding sites to supervise swimmers may include elevated lifeguard stands, standing onshore at the lake, in a boat on the water, standing on a dock at the lake, guarding in the water, or on foot at the pool or lake.
- Lifeguards are generally assigned to work four of the five daily activity periods and are given an additional period off in the late afternoon/evening.
- Assist in other areas of the Camp program by providing direct support and supervision of campers during meal times, evening programs, wake-up and bedtime routines, and overnight supervision. Overnight supervision will require lifeguards to sleep overnight in a camper cabin with at least one other adult staff member and up to 8 campers.
- Working knowledge of current principles and techniques and procedures related to life guarding, CPR, and rescue of drowning swimmers. Ability to perform first aid, CPR, and rescue skills in an emergency and in any other situation when found necessary.
- Ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action.
- Ability to abide by and enforce Camp rules and regulations to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health. Lifeguards must apply appropriate behavior management techniques with campers when necessary.
- Assist Waterfront Manager with pool maintenance tasks such as deck cleaning and pool vacuuming. Assist with daily inspection of equipment and assist in care, preparation, and cleaning of waterfront equipment. Assist Waterfront Director with daily waterfront safety inspections. Assist with organization and inventory management of pool and lake equipment and supplies. Assist Waterfront Manager with pre-camp opening procedures and post-camp closing procedures.
- Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers for 3-day, 5-day and 12-day resident camping experience.
- Desire and ability to work with children with diabetes. Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and prevent problems.
- Ability to accept supervision and guidance.
- Perform work in an efficient, effective, safe and timely manner.
- Ability to adapt to new situations and group living.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a responsible, courteous and friendly manner at all times and be willing to work as part of a team.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Set a good example for campers including demonstration of pool and lake rules, attitude, punctuality, diabetes control, table manners, sportsmanship, etc. Report to work stations at scheduled times. Attend and participate in Staff Orientation week, Open House, special camp events and programs, and all daily camp activities such as flag raising and lowering, meals, assemblies and evening activities. Assist at all camp check-ins and check-outs with assigned roles and responsibilities.
- Other duties as assigned

Working Conditions and Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer Camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- Lifeguards reside at Camp and sleep overnight in a camper cabin. Lifeguards will work a variety of hours, including early mornings and evenings. Wake up is at 7:00 AM and lights out is at 10:00 PM. Lifeguards receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- Must be in good physical condition to stay in the water for prolonged periods of time. Lifeguards will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- While performing the duties of this job, the lifeguard is required to sit, stand, swim, walk, and talk and hear. He/she is required to climb or balance, reach with arms and hands, and use hands use objects and tools. Due to the nature of aquatics and rescue activities, the full range of physical movements are required in this position, including swimming, walking, running, jumping, lifting, and climbing.
- The employee is exposed to potential hazards including toxic or caustic chemicals.
- Physical demands are described as heavy to perform work that may involve lifting children through adults in and out of the pool or lake and lifting and moving equipment. Lifeguards must be able to exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- Vision, which may be corrected, includes the following required abilities; close vision, distance vision, depth perception, ability to adjust focus, and peripheral vision. Vision and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear children and adults in life and/or health safety endangering situations
- Lifeguards must be able to read and record information such as required waterfront documentation/ manuals, blood glucose results, menus, meeting minutes, and daily schedules.

Performance Evaluation:

Lifeguards will be formally evaluated at mid-point and end of summer by the Camp Director and Waterfront Manager. Informal evaluations such as daily observations, spot checks, feedback from other camp staff and camp parents may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

Benefits

- \$220.00 base pay per week for new Lifeguards (individuals who have not been employed at Camp HMK previously)
- Returning Camp Ho Mita Koda Lifeguards are eligible for pay adjustments in the amount of \$20 extra per week. This pay adjustment is added to the base rate, per week pay they received in 2009.
- All Lifeguards that are age 21 years and older, are eligible for an additional \$20 per week.
- Returning Lifeguards (Lifeguards employed at Camp in 2009) that successfully complete the summer commitment, are eligible for a \$100 bonus.
- Lifeguards receive one week of paid orientation and training prior to start of first residence camp session. Waterfront Training is paid on a pro-rated basis.
- Lifeguards positions are temporary, and do not include health insurance.
- Lifeguards receive free meals and snacks (staff have same menu as campers) during residence camp sessions.

- Lifeguards receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- A great opportunity for leadership, knowledge about diabetes, new friends, great memories, and a summer of fun spent outdoors in a beautiful setting!