

Camp Ho Mita Koda
Waterfront Manual
2018



Waterfront Training: Prior to the arrival of campers, lifeguards will attend a 3-day waterfront orientation and week-long staff training. During this time they will demonstrate proficiency with fundamental lifeguard skills (including rescue, surveillance, and First Aid/CPR). They will take participate in an American Red Cross Small Craft Safety certification course and learn how to appropriately use their boating skills in leadership and rescue situations. Furthermore they will review the contents of this Waterfront Manual. The Waterfront Manager and Lifeguards will also be responsible for presenting relevant information to the general staff.

Lifeguard Responsibilities:

During waterfront activities, the safety of the participants is the first priority.

- Lifeguards must have a certification from nationally recognized certifying body (preferably American Red Cross) and will verify skills during Waterfront training before camp begins and during weekly in-service training.
- Lifeguards may be required to take the American Red Cross Small Craft Safety Course during the Waterfront Orientation. All lifeguards will be required to verify boating rescue skills during Waterfront training before camp begins and during weekly in-service training.
- Lifeguards will also be expected to have current CPR and First Aid certifications
- All boating activities must have a certified person on duty with rescue skills commensurate with the activity and the aquatic location.
- The Waterfront Manager will conduct periodic assessments as well as continual observation during activity periods. Lifeguards will be responsible for self-evaluation, accurate feedback, and attending debriefing sessions.
- Lifeguards will be responsible for attending both general and lifeguard specific staff meetings.
- Lifeguards will be responsible for swimming a minimum of 500 continuous yards a week. Distance subject to change at the discretion of the Waterfront Manager.
- For identification, lifeguards must wear a red swimsuit for easy identification while on duty. To wear additional clothing, eg sweatpants or sweatshirts, the lifeguard must demonstrate he/she can proficiently perform rescues in that clothing. This clothing must also allow for easy identification as a lifeguard.
- Lifeguards are responsible for carrying the appropriate equipment prior to an activity. This includes:
 - Proper rescue equipment such as lifeguard tube, ring buoy, throw bag, and/or PFD

- Guard pack with CPR mask, rubber gloves, glucose tabs, alcohol swabs and band-aids.
- Perform the duties of a Lifeguard as required: first aid, CPR, aquatic rescues
- Serve as a lifeguard during pool and lake use. While on duty, must be facing water, attentive, and in Guard Chair or appropriate location usable for surveillance and rescue.
- Provide proper instruction for the use of any equipment or watercraft at the waterfront.
- Lifeguards are expected to arrive 5 minutes early and must coordinate with their other activity leaders to bring campers from cabin area to pool and/or lake.
- Lifeguards are expected to check all equipment prior to use in an activity to ensure it is safe and functional.
- Ensure presence of dispensary, availability of stocked first aid box and emergency phone.
- Lifeguards are expected to check attendance before and after activities. The camp secretary will provide all activity leaders with an attendance list.
- Lifeguards are responsible for locking pool gates and closing and locking all doors at the end of the activities after ensuring that the activity area is organized and left the way it was at the beginning of the activity.
- Serve as an activity instructor for campers during designated waterfront activities. Programs will include, but are not limited to free swim, camper swim assessments, fishing, boating, water games, and swim lessons.
- Lifeguards are responsible for preparing lesson plans for activity periods and leading engaging and active activities. Lesson plans will be reviewed by the Waterfront Manager prior to the start of the activity.
- Enforce, demonstrate, and serve as a role model for all facility rules at pool and boathouse. This will include a mandatory safety discussion at the commencement of any and every activity.
- Lifeguards are to administrate and assess swimming abilities of all campers at the pool and/or at the lake though the Swim Assessment.
- Monitor camper behavior and prevent problems.
- Perform duties as assigned by Waterfront Manager.
- Assist in care, preparation, and cleaning of waterfront equipment at pool and lake.
- Conduct minor pool/boathouse maintenance including vacuuming, sweeping, organizing equipment and cleaning.

Responsibilities of Uncertified Staff:

At no time will an uncertified staff member serve in the role of a lifeguard.

- Uncertified staff will be expected to continue their role of providing camper supervision, enforcing camp rules, and interacting with campers. This will include supervision of campers on the pool deck, the volleyball area, the grass around the lake, and in the boathouse.
- Staff are also expected to be attentive to the medical needs of campers: which would include awareness of symptoms of hypo-hyperglycemia, supervising blood sugar testing, and treating campers according to camp protocol for program staff.
- Following free swim, counselors will account for all campers in their cabin.
- In some circumstances, where additional coverage may be needed, staff may be asked to serve as lookouts to assist lifeguards. In this event, they will have first completed an orientation that includes a Basic Water Rescue certification.

Responsibilities of Dispensary Staff:

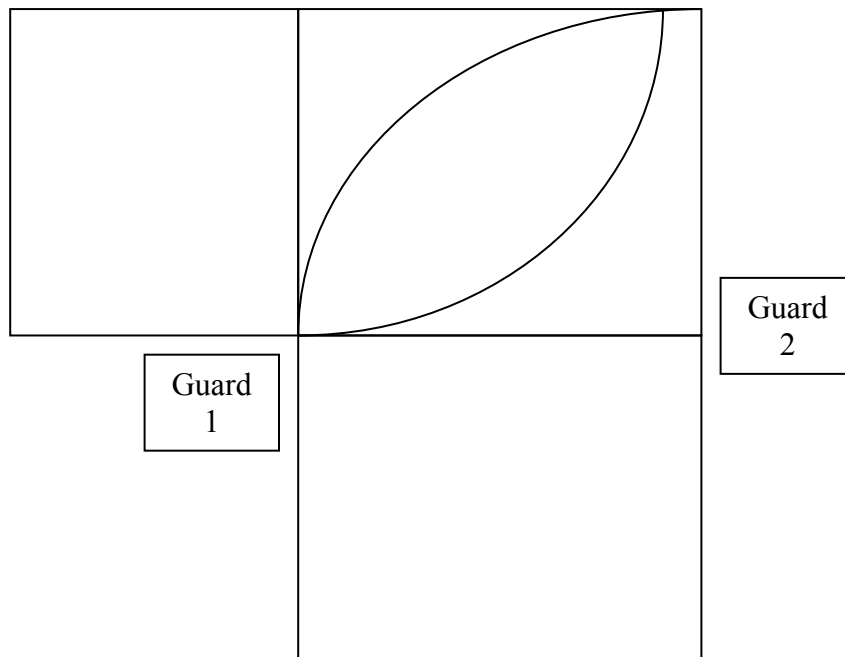
- Dispensary staff are to provide medical assistance to the lifeguards and in the event of an emergency and will take responsibility for the medical treatment of a victim following a rescue.
- Dispensary staff are expected to monitor the medical needs of campers: which would include symptoms of hypo-hyperglycemia, testing campers blood sugar, and treating campers.
- Dispensary staff carry a First Aid kit and are responsible for stocking emergency supplies
- Dispensary staff are asked to arrive 5 minutes early as **no** waterfront activity will begin without the presence of a dispensary member.

Supervision Ratios

There will be at least 2 lifeguards and 1 dispensary member present before an activity can begin.

At the pool:

- 1 lifeguard for every 25 swimmers, with a minimum of 2 lifeguards.
- Lifeguards are expected to sit on the lifeguard stand. The lifeguard may choose to stand on the ground next to the lifeguard stand, but must be able to provide the same level of surveillance and rescue capabilities as in the lifeguard stand.
- Certain situations or activities may require additional lifeguards or changes in positioning and supervision areas at the discretion of the Waterfront Manager.
- Supervision areas are outlined below

**At the lake:**

- 1 lifeguard for every 15 people on the lake, minimum 2 lifeguards.
- 1 lifeguard will serve the role of 'supervisor.' This lifeguard will activate the camp EAP in the event of an emergency, provide assistance, and communicate with Camp Director and Head Nurse and Resident Physician. (In certain situations, this position may be filled by an uncertified staff, but there must still be a minimum of 2 lifeguards at the lake.)

Waterfront Rules

Rules at both the swimming pool and the lake will be posted and clearly visible. The Waterfront Manager and lifeguards will be responsible for providing staff with an orientation to the waterfront during staff week and campers other visitors with a safety orientation before their swim test or activity.

Pool Rules (Posted):

- No Running, WALK AT ALL TIMES
- No Diving in Shallow water
- No Horseplay
- Be Respectful of Lifeguards, other swimmers, and camp property
- Exit Pool immediately when so directed
- Return equipment to designated area
- Be aware of other swimmers when entering pool

Lake Rules (Posted):

- Life jackets must be worn at all times.
- No diving from the dock
- Shoes must be worn at all times.
- No Rough Housing
- Equipment may not be used without staff supervision
- Ask staff to take equipment out of the boathouse
- Return all equipment to the boat house the way it was found
- Lifeguard must be on duty during lakefront activities.

Supplemental Rules:

- **A dispensary member must be present before an activity can begin**
- No diving from the lifeguard chairs. Jumping is permitted only when performing a rescue or with the explicit permission of the Waterfront Manager.
- No dunking or throwing people into the pool
- Camp visitors must have advance permission from the Camp Director and Waterfront Manager and must sign a waiver before entering the pool or lake. They may also be asked to take a swim test or demonstrate boating skills. Visitors are never permitted to use the pool or lake when camp is not in session.
- Flippers should not be worn on the deck.

- Lifejackets are to be fitted by the Waterfront Manager or Lifeguards before campers or staff are allowed to go out on the lake.
- Appropriate clothing should be worn in the pool and at the lake. Pants and heavy sweatshirts are discouraged because they might weigh down and limit the mobility of campers.
- Appropriate lake shoes include covered toes, heel support, and appropriate shoe soles.
- Campers should be told to look before they jump or dive into the pool. Running before jumping or diving is not allowed.
- Unless there is a reasonable or medical excuse, campers must take the swim assessment at the first available opportunity and will not be given an opportunity to take it again unless they take a swim lesson or the consent of the Waterfront Manager.

Safety Orientation:

Prior to swim assessment and/or lake activity the Waterfront Manager or Lifeguards are responsible for giving campers, staff and visitors a safety orientation. This will involve a review of the rules, an explanation of the swim assessment, a discussion of the supplemental rules, and an opportunity for campers, staff and visitors to ask questions. Staff will also explain the meaning of 1 or 3 whistles means, how to use a life jacket, and how to use any equipment that may be used during the activity. Additional information will be added on an as needed basis throughout the summer.

Use of Waterfront Outside of Activity Times:

- Staff who want to plan an activity with campers outside of the regular activity periods must consult the Waterfront Manager and Camp Director.
- The Camp Director and Waterfront Manager must always give consent for staff use of pool and lake outside of designated activity times. Unauthorized use of either the lake or the waterfront is grounds for disciplinary action.
- In order for staff to use the pool or lake, a certified lifeguard must always be present and actively guarding. At the pool, the guard should be in the chair. At the lake, someone must remain on the shore in case of an emergency. The guard should be on the dock or in a boat on the lake, watching the other boaters.
- Staff are never permitted to use the pool or the lake alone and staff may not use the pool or lake at night after dusk.
- Staff are never permitted to use the pool or lake when camp is closed (i.e. holiday break)

- Camp visitors must have advance permission from the Camp Director and sign a waiver before entering the pool or lake. Camp visitors are never permitted to use the pool or lake when camp is not in session.
- Staff are expected to follow all the waterfront rules without exception. Lifejackets must be worn at all times.

Swim Assessment:

- Campers must take a swim assessment on the first day of a camp session or during the first swim period.
- During mini-camp, open house or other events, patrons do not take a swim test. The deep section of the pool should be closed, patrons should be made aware of the rules and supplemental rules, children should be accompanied and supervised by an adult.
- The swim assessment is composed of jumping into water above the swimmers head, swimming the length of Zone 2 and 3 (~20 yards) using front crawl or breast stroke with the proper stroke and putting their head in the water, in the deep end the swimmer must tread water for 1 minute. After treading water, they must swim another length of Zone 2 and 3.
- Wristbands will be distributed at the completion of the swimming assessment. The wristband obtained after the swim test must be worn during the entire camp session.
- Lifeguard(s) and/ or Waterfront Manager will place the band on the camper and also record the camper's name, cabin, and swimming level for future reference. Wristband identification is as follows:

-**Yellow** = Non-swimmer; Allowed in Zone 1: 3 foot depth to blue and white buoy line at 4 foot depth.

-**Orange** = Swimmer; Allowed in Zone 1 and Zone 2: 3-foot depth to blue and white buoy line at 4-foot depth; 4-foot depth, blue and white buoy line to yellow buoy line at 5.3-foot depth.

-**Green** = Advanced Swimmer; Allowed in Zone 1, Zone 2, and Zone 3: 3-foot depth to blue and white buoy line at 4-foot depth; 4-foot depth, blue and white buoy line to yellow buoy line at over 5-foot depth; over 5-foot depth, yellow buoy line to 13-foot depth in deep end.

**See pool map on following page for clarification on zones.*

Swimming Levels:

NON-SWIMMER: Any individual who does not take and/or did not pass the swim assessment. None to beginner swimming abilities and experience. If necessary, individual may be asked to wear a lifejacket or be accompanied by an staff member while in the water, either at the pool or lake.

-Allowed in Zone 1: 3 foot depth to blue and white buoy line at 4 foot depth.

SWIMMER: Any individual who proficiently passes the swimming assessment until the second lap of the swim assessment. Beginner to intermediate swimming abilities and experience.

-Allowed in Zone 1: 3-foot depth to blue and white buoy line at 4-foot depth.

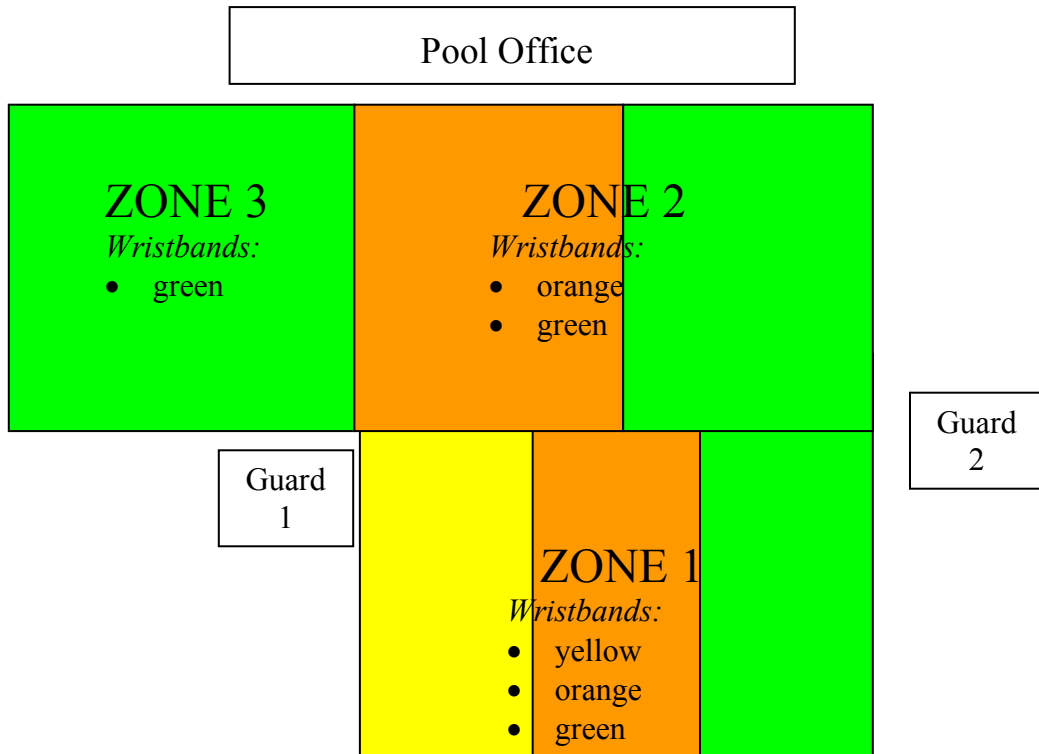
-Allowed in Zone 2: 4-foot depth, blue and white buoy line to yellow buoy line at 5.3-foot depth.

ADVANCED SWIMMER: Any individual who was fulfilled the requirements of the swim assessment.

-Allowed in Zone 1: 3-foot depth to blue and white buoy line at 4-foot depth.

-Allowed in Zone 2: 4-foot depth, blue and white buoy line to yellow buoy line at over 5-foot depth.

-Allowed in Zone 3: Over 5-foot depth, yellow buoy line to 13-foot depth in deep end.



Waterfront Equipment Management:

- The Waterfront Manager and lifeguards will inventory equipment at the beginning and end of the summer. During this inventory, equipment will be inspected and if found defective, replaced. Lifeguards are expected to check equipment prior to activities to ensure it is functional.
- Broken or damaged equipment should be set aside for inspection, repair, or replacement by the Waterfront Manager.
- Equipment and watercraft will also be inspected prior to use during an activity.
- Equipment is available to campers at the discretion of the Waterfront Manager or Lifeguards.
- Equipment is to be distributed by the Waterfront Manager and Lifeguards. Camp Staff may be asked to assist lifeguards under certain circumstances.
- Campers, staff, or visitors that borrow equipment are responsible for returning it when they are done.

Pool Maintenance:

- Pool equipment (including pumps, heaters, and filters) will be inspected daily and maintained according to manufacture's recommendations. Written results of daily inspections, involving any maintenance or paid vendor service or repairs, will be recorded in the maintenance log. The log book will be kept in the pool office and will be given to the camp manager at the end of the summer.
- **The Waterfront Manager and Camp Caretaker are the only 2 camp staff authorized to use or make adjustments to the equipment in the pump room, including the heater, the pumps, and the filters. Unauthorized use is grounds for disciplinary action.**
- Water testing will be done in accordance with Geauga County Department requirements under the direction of the Waterfront Manager and Camp Caretaker. Daily records will be maintained and kept on file in the pool office. These records will be accessible at all times to a Health Inspector. At the end of the summer, the records will be returned to the Camp Manager.

Equipment should be checked for:

- Boats should be inspected for holes, leaks, cracks, and excessive wear and tear that compromise the integrity of the boat.
- Fishing equipment should be divided into usable and unusable rods. Rods that are unusable should be repaired or thrown away.
- Lifejackets should be checked that the Coast Guard regulations are visible, the material is not faded or ripped, and the webbing and straps are in working order.

Proper Use of the Equipment:

- Lifeguards (or authorized staff distributing equipment) are responsible for ensuring campers properly use equipment

At the pool:

- Kickboards, pull buoys, noodles should not be bitten or picked at.
- Kickboards, pull buoys, noodles or any other toys are not weapons. They should not be swung or thrown at other people.

At the lake:

- Fishing rods are only to be used under supervision of instructor. They are not to be used if damaged or tangled.
- **The use of Lifejackets at the lake is mandatory.** Each lifejacket should be fitted by a lifeguard or trained staff member and checked for appropriate sizing and fit.
- Paddles and lifejackets should be properly hung and should not left on the ground.
- Rope should be coiled and hung to dry after use.
- Throwbags should not be stuffed if wet.
- Use of trampoline is at lifeguard's discretion. Additional supervision is required. Campers should be told following rules: no rough housing, only 2 people on at a time, and to watch where they jump into the water.

Proper Use of Watercraft:

- Boat capacity is as follows and should not exceed weight capacity of the boat:
 - Canoe: 3, the person in the center must be seated on the bottom of the boat
 - Kayak: 1
 - Rowboat: 6
 - Sailboat: 2
- Boats may only be used after an orientation by a lifeguard, this includes:
 - Introduction to proper stroke technique or verification of skills.
 - How to properly enter or exist the respective watercraft
 - Everyone at the waterfront must wear a Lifejacket – issued and properly fitted by a lifeguard. At no point may a lifejacket be taken off on the water.
 - Emphasizing the safety orientation that includes how to properly self-rescue, rescue signals, and waterfront rules.
- Boats should not be dragged across the ground. They should be entered when they are in the water, not on land. After use they should be sponged out and cleaned.
- Boats are not to be rammed into each other.

- Water trampoline Rules:
 - When the water trampoline is in use, a lifeguard should be assigned to supervise it. Furthermore, lifeguards should position themselves such that they can visually cover the entire trampoline (360°) this will likely entail a minimum of 2 lifeguards.
 - No more than 2 people at a time.
 - Campers must be orientated to the rules prior to using the trampoline
 - Campers must look before jumping off the trampoline so that they do not land on another swimmer
 - Swimmers must give the trampoline space and not cluster around/underneath it

There is to be no swimming underneath the trampoline.

Rescue Equipment: PA-11B, PA-12B

Location is subject to change depending on activities. (eg. if free swim is held at lake, all lifeguard tubes, lifeguard packs and throw bags will be brought to the boathouse)

- 6 Lifeguard tubes (4 at the pool, 2 at the boathouse)
- 2 Ring Buoys (pool)
- 8 Lifeguard packs (5 at the pool and 3 at the boathouse)
- 8 Throw Bags (2 at the pool and 6 at the boathouse)
- 1 rescue can (boathouse)
- 1 Shepard's crook (pool)
- 2 backboards (1 pool and 1 boathouse)
- 1 paddleboard (boathouse)

Rescue boat: PA-12B, PA-28

Camp has one rowboat with a motor that can be used by certified lifeguards over the age of 18. The primary purpose of this boat is for emergency water rescue, though there may be certain activities when a large number of boats and campers are on the water. In these cases, the Waterfront Manager may assign a lifeguard to the boat to monitor activities from the water. Safe operation is reviewed with lifeguards during waterfront training. Campers and other staff are never permitted to operate or ride in the boat. This boat is not available for user group usage. Routine maintenance and storage during off-season is done by the Camp caretaker; camp lifeguards are not permitted to do this.

Emergency Procedures:

- Whistle Signals
 - One whistle is for attention
 - One long whistle signals end of the activity period and that everyone needs to leave the pool.
 - Three whistles signals an emergency, the pool/lake should be cleared
- For assistance, a lifeguard can raise a clasped fist in the air or wave arms vertically.
- For all activities, the lifeguards should have an attendance list. Attendance should be checked before and after the activity.
- In the event of thunder or lightning the pool and lake must be cleared for 15 minutes. Shelter is available in the boathouse or the pool office.
- If combined air and water temperature is below 120° campers are at risk for hypothermia. On cold days it is up to the Waterfront Managers discretion whether to open or close the waterfront.
- In the event of an emergency, a telephone is located on the outside wall of the pool office and next to the door at the boathouse. Camp Administration and dispensary staff can also be contacted through handheld radios and cell phones.
- Whenever an accident occurs at the lake or the pool (including, but not limited to, injury, illness, water rescue, missing or lost swimming) an incident report should be completed immediately and given to the Waterfront Manager. The Waterfront Manager will then provide a copy of the report to the Camp Director who will forward the report to the Camp and Youth Program Manager and Camp Physician.

Emergency Action Plan (EAP):

1. Lifeguard signals an alarm with 3 whistles.
2. Lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. Remaining lifeguards will assist with the rescue, remain attentive to other swimmers/boaters, and clear the pool/lake.
3. Additional staff will take responsibility for campers when they have left the water and will perform a headcount of all campers by cabin.
4. The dispensary staff will assist with appropriate emergency response and treatment of the victim.
5. If necessary, 911 will be contacted. The Camp Director, Camp Physician, Resident Physician, and Director of Camp and Youth Programs will also be contacted immediately.

Lost Swimmer:

1. Lifeguards will blow a long whistle to empty pool or lake.
2. Staff will take responsibility for campers when they have left the water and will perform a headcount of campers by cabin.
3. Lifeguards will check buildings and perform visual inspections of lake and pool.
4. Staff will be sent to bathhouse, the camper's cabin, and to the dining hall to look for camper
5. 911 will be contacted at the discretion of Camp Director, Waterfront Manager, or Assistant Director.
6. If necessary, Lifeguards will begin Missing Persons Search in the lake with staff assistance. Boats will be used for visual inspection and lifeguards may use masks and snorkels to check below water. A designated person will stay on shore and direct the search: the safety of the staff is of the utmost importance and the search may be canceled at the discretion of the Camp Director, Waterfront Manager, or Search Coordinator.
7. The search will continue until rescue authorities arrive and take over.

Waterfront Activities:

During Waterfront Activities, the safety of all campers is the first responsibility of lifeguards and instructors

- Appropriately certified staff will teach activities Camp and Youth Program Manager
- Activities are expected to follow Waterfront Rules established in this manual
- Staff will be expected to prepare lesson plans with ample time for review by Waterfront Manager

List of Activities run during previous summers:

-Synchronized Swimming	-Kayaking	-Rowing
-Water Games	-Canoeing	-Fishing
-Basic Water Rescue	-Sailing	-Pirates

Watercraft Activity Orientation:

Prior to any watercraft usage, the Waterfront Manager or Lifeguards are responsible for giving campers, staff and visitors a Watercraft Activity Orientation. This will involve:

- A review of the waterfront rules
- Whistle signals and other communication
- An explanation for the importance of wearing a properly fitted lifejacket, how to properly fit a lifejackets and a check by the activity leader to ensure that everyone participating is wearing an appropriate sized and fitted lifejacket.
- A thorough introduction of equipment and relevant rules, followed by an explanation for how to properly use the equipment.
- Demonstration of all skills while on water.

Camp Ho Mita Koda, Summer 2018

Waterfront Manager

Job Summary: The Waterfront Manager is responsible for the total operation and safety of all waterfront programs and activities. The Waterfront Manager works under the direction of the Camp Director. He/she supervises a staff of lifeguards to plan, 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. The Waterfront Manager is required to live on-site, plan and facilitate a 3-day pre-camp waterfront orientation using American Camp Association guidelines, attend 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 8-15 who have type 1 or type 2 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. Program Specialists are not responsible for the medical management of campers' diabetes.

Camp Schedule: Open House (June 13), Staff orientation week (June 23-30), Session 1 (July 5-10), Session 2 (July 12 –July 17), Session 3 (July 19-31), Mini Camp (August 1), Evaluations and Clean Up (August 2). 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 21 years of age.
- Previous experience in a management or supervisory position at a similar aquatic area or has completed supervision training from a recognized aquatics organization.
- Instructor level certification in kayaking, rowing or canoeing. (Pre-camp training options are possible)
- 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. Drug screening is at the discretion of Camp administration.

Required Certification & Training:

- Must possess American Red Cross or equivalent Lifeguard Training or Water Safety Instructor certifications and CPR certification that remain valid through August 2018.
- Small Craft Safety certification.
- Must verify skills in rescue and emergency procedures by demonstration/skills check during staff orientation.
- Must attend and participate in Camp's Waterfront training as primary facilitator, 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.
- Ability to schedule, supervise and evaluate staff
- Experience working with children
- Preferred Qualification: Pool Operator certification.

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

- Plan, organize and teach waterfront activities involving the pool and lake during designated activity times. Programming will include, but is not limited to free swim, camper swim assessments, swim lessons, recreational and instructional non-motorized boating (kayaking, canoeing and rowing), fishing, and water games. The Waterfront Manager may be required to follow established curriculum for some programs and activities.
- Ensure that program documentation required by Camp Ho Mita Koda, the American Camp Association and the Geauga County Department of Health are maintained daily. Maintain documentation as required by any waterfront related grants.
- Supervise and schedule a staff of lifeguards. Develop lifeguard coverage schedules for each activity period and ensure that lifeguards perform in accordance with established safety regulations and policies. Supervise lifeguards during pool maintenance tasks such as deck cleaning and pool vacuuming.
- Evaluate lifeguards pre- season, mid-season and end of season.
- 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.
- Using the American Camp Association guidelines and checklists, plan and conduct a three-day, pre-camp waterfront training. One of the three days will be small craft certification taught by, or taught in collaboration with an outside instructor hired by Camp. Training will focus on lifeguard skills verification, emergency preparedness, development of camper activities, and set up of the boathouse and pool house.
- Schedule, coordinate, conduct and document in-service training and meetings with lifeguard staff throughout the summer.
- Set up lake and pool areas during staff training and conduct pre-season and end of season inventories of all waterfront equipment and supplies. Recognizes when supplies or equipment may need to be ordered and communicates that need to Camp Director.
- Ensure that the Pool House and Boathouse is kept neat and organized at all times and equipment is stored safely.
- Conduct daily inspections all waterfront equipment, dock and watercraft to ensure that all are in safe operational condition. Document all inspections.
- Conduct daily checks of pool and lake areas and record results as required by the Geauga Health Department.
- Keep pool clean, vacuumed, and balanced daily. Will interface with the Camp Caretaker as it relates to pool equipment and routine maintenance.
- 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 pool and lake 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.
- Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers for 6-day and 13-day resident camping experience.
- Waterfront Manager will utilize appropriate behavior management techniques and conflict resolution skills with campers and lifeguard staff.

- 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 waterfront training, 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.
- Assist Camp Director with curfew check-ins.
- 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.
- The Waterfront Manager resides at Camp and sleeps overnight in a private or semi-private cabin. The Waterfront Manager 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. The Waterfront Manager receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 13-day sessions.
- Must be in good physical condition to stay in the water for prolonged periods of time. The Waterfront Manager 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 Waterfront Manager 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.
- Manual dexterity to perform water chemistry tests, record and maintain written records, complete incident reports, operate pool vacuum, and use other waterfront tools and equipment.
- 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. The Waterfront Manager 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

Performance Evaluation:

The Waterfront Manager will be formally evaluated at mid-point and end of summer by the Camp Director. 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

- Weekly wage commensurate with experience.
- If the Waterfront Manager is a returning staff member (employed at Camp in 2014) and successfully completes the summer commitment, he/she is eligible for a \$100 bonus.
- Waterfront Manager receives one week of paid orientation and training prior to start of first residence camp session. Pre-camp Waterfront Training is paid on a pre-rated basis.
- The Waterfront Manager Position is temporary, and does not include health insurance.
- The Waterfront Manager receives free meals and snacks (staff have same menu as campers) during residence camp sessions.
- The Waterfront Manager receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 13-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!

Camp Ho Mita Koda, Summer 2018

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 also serve in a counselor role and be responsible for 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 8-15 who have type 1 or type 2 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. Program Specialists are not responsible for the medical management of campers' diabetes.

Camp Schedule: Open House (June 13), Staff orientation week (June 23-30), Session 1 (July 5-10), Session 2 (July 12 –July 17), Session 3 (July 19-31), Mini Camp (August 1), Evaluations and Clean Up (August 2). 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, and sex-offender registry check. Drug screening is at the discretion of Camp administration.

Required Certification & Training:

- Must possess current American Red Cross or equivalent Lifeguard Training certifications, including CPR that remains valid through August 2018.
- Must possess current Small Craft Safety certification (training will be provided during Staff Orientation & Training Week) valid through August 2018.
- Must verify aquatic 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.
- 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 Manager 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 6-day and 13-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 13-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

- \$299.00 base pay per week for new Lifeguards (individuals who have not been employed at Camp HMK previously)
- Returning Lifeguards (Lifeguards employed at Camp in 2014) 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 13-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!