



**Position Title:** Aquatic Supervisor  
**Classification:** Summer Position  
**Reports To:** Activity Supervisor  
**Direct Reports:** Active Lifeguards  
**Key Relationships:** Program Director, Program Coordinators, Activity Team, Cabin Leaders

### **Position Summary**

The Aquatic Supervisor works directly for the Activity Supervisor. They shall primarily be responsible for the supervision of all waterfront activities and staff; enforces all waterfront safety rules; maintains and organizes all waterfront equipment; and assists in the operations of the Roasted Walnut.

### **Key Job Functions**

#### Aquatic Supervision

- Execute proper training for all lifeguards prior to summer.
- Supervises all staff assigned to support all waterfront activities.
- Enforces all rules pertaining to the waterfront activities for maximum safety.
- Maintains waterfront equipment including boats, canoes, oars, paddles, life jackets and all safety equipment. The safety equipment includes a bull horn, an assist pole, a ring buoy or throw bag, a backboard, and a first-aid kit.
- Be an innovative problem solver seeking to improve the waterfront offerings of Pine Ridge.
- Present at the waterfront at all times when any waterfront activity is taking place.

#### Other Duties

- Assists with the Roasted Walnut evening operations.
- Assists in other areas of the camp as available including game times, camper check-out and other assignments from the Activity Supervisor.
- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
  - Assisting with kitchen duties like dish washing, and food preparation
  - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

### **Sample Schedule**

8:00am- Breakfast	5:00pm- Dinner
9:00am- Get set up for the day/time off	6:00pm- Chapel
10:30am- Supervise Waterfront until Lunch	7:00pm- Assist in Roasted Walnut
12:00pm- Lunch	9:30pm- Help with evening events as directed
1:15pm- Supervise Waterfront until Dinner	by the Activity Supervisor

### **General Qualifications**

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

### **Specific Qualifications**

- Is trained and certified by American Red Cross standards for lifeguards and CPR/AED for the professional rescuers (or equivalent certifications as allowed by the State of Michigan).
- Is an adult at least 18 years old, preferably 21 years old or older.
- An adult who has proven competent abilities and experience in supervising a team.

### **Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*