



**Position Title:** Camp Kota Aquatics Specialist

**Date:** Summer 2022

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Assist in the on-site supervision, coordination, and aquatics training of staff at Camp Kota, under the supervision of the Recreation Supervisor and the work direction of the Camp Kota Coordinator and Assistant Coordinator.

**Examples of Duties:**

1. Participates in, facilitates, and provides leadership at staff training.
2. Manages day to day aquatics programming for Camp Kota staff and participants at Bush Lake Beach.
3. Delivers quality services and training to meet Camp Kota aquatics needs.
4. Implements aquatics programs, assesses team member's technical abilities, evaluates program results, identifies areas for improvement or development and implements plans to achieve desired goals and objectives.
5. Ensures 100% continual compliance with the American Red Cross Lifeguard Policies and procedures for training assessment.
6. Assists with staff documentation and provides input for staff evaluations.
7. Facilitates camper check-in/check-out during waterfront activities.
8. Ensures all programming supplies are stocked, communicating when more is needed, performing inventory checks as assigned, and ensuring all waterfront equipment is in proper working condition.
9. Organize recreational instructors for swimming time and any other activities directed.
10. Teaches and promote high standard of safety, particularly in regard to dangers of water.
11. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
12. Attends and participate in all staff trainings and meetings.
13. Follows staff policies and procedures.
14. Ensures that all staff and program participants follow the established policies and procedures.
15. Performs special assignments and other work as assigned by the Camp Kota Coordinator.
16. Completes all other duties as assigned by Recreation Supervisor.

**Minimum Qualifications:**

1. Must be 18 years of age or older.

2. Must be available the entire season from July 11<sup>th</sup> – August 5<sup>th</sup> (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend staff program training on July 7<sup>th</sup> – 8<sup>th</sup> and complete online training.
4. Must be able to facilitate staff lifeguard training *dates tbd.*
5. Must successfully pass a Criminal Background Check.
6. Must have experience working with children or working in an aquatics setting.
7. Ability to pass the American Red Cross Lifeguard course (or have ability to obtain).\*
8. Ability to pass the American Red Cross Lifeguard Instructor certification (or have ability to obtain).\*

### **Desirable Qualifications:**

1. High school diploma and some post-secondary course work preferred.
2. Possess a current accredited and nationally recognized certification in Aquatics within 90 days of hire including Lifeguard and Lifeguard Instructor.
3. Maintain an up-to-date knowledge in Aquatics.
4. Previous group leadership and supervisory experience with children, preferably in a camp setting.
5. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

### **Supplemental Information**

Camp Kota operates July 11<sup>th</sup> through August 5<sup>th</sup>, Monday-Friday with an overnight camp stay every Thursday evening, 8:30 AM to 3:00 PM daily. Daily staff meetings occur at 8:00 a.m. Camp Kota operates primarily at East Bush Lake. Within this program, participants range in grades from K-7<sup>th</sup> and volunteers in grades 8<sup>th</sup>-10<sup>th</sup>. Camp training occurs July 7<sup>th</sup> – 8<sup>th</sup>, plus additional online training and lifeguard training is required. This position is responsible for leading the instruction for staff lifeguard training. This position will also require some pre-planning prep and post-camp work with a **flexible** before and after designated program and training dates.

\*Costs associated with obtaining required training will be covered by City of Bloomington if not currently certified.