

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION – Wonderland Camp and**  
**Conference Center**  
POSITION DESCRIPTION

**POSITION TITLE:** Assistant Aquatics Manager/Senior Counselor

**LOCATION/DEPT:** Wonderland Camp and Conference Center

**REPORTS TO:** Program Manager

**OUTCOMES**

The Assistant Aquatics Manager is to provide leadership and professional knowledge in the waterfront department at Camp. The Assistant Manager is responsible for scheduling and managing the waterfront employees, as well as supervising the safety of all waterfront users. Will provide an aquatic experience for campers with a Christian message.

**PRIMARY DUTIES AND RESPONSIBILITIES**

**Program Administration**

1. Assist in conducting Aquatics orientation during general staff training. Work with Aquatics Manager in planning this orientation.
2. Assist in supervising all aquatic activities, and set example as senior lifeguard.
3. Provide instruction in swimming, diving, boating and water safety.
4. Assist in planning water carnivals and inclement weather classes.
5. Assist in preparation and implementation of evening programs.
6. Participate in total camp program.
  - a. Encourage Aquatic staff involvement with assigned units.
7. Assume other duties as requested by Aquatics Manager if weather circumstances prevent ongoing aquatic activities.
8. Assist Aquatics Manager in testing pool daily and monitor both physical and mechanical equipment.
9. Maintain daily general cleanliness/repair of boathouse, boat room, docks, beach, pontoon boats, canoes, rowboats, speed boats, fun bugs funyaks, oars paddles and related lakefront equipment/area.
10. Assist in implementation of work schedules for all Aquatic personnel.
11. Assist in Implementation of daily/weekly exercise and in-service training for lifeguards.
11. Assist with maintaining assigned lodging (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time).
12. Work cooperatively with Aquatics Manager to facilitate programming requirements/ requests for all groups. This includes swim lessons, carnivals, basic water safety for

staff/campers, pontoon rides etc.

#### Other Duties

1. Participate in leadership training week.
2. Assist in Aquatic staff daily devotions.
3. Assist with transportation of campers and staff.
4. Maintain a sense of professionalism in Aquatic areas: self control, service positive attitude, work ethic and sense of ministry.
5. Complete ARC CPR for the Professional Rescuer and Standard First Aid.\*
6. Maintain a servant attitude; function as part of the ministry leadership team.
7. Participate in and encourage attendance at staff devotions, outings and worship services.
8. All other duties as assigned.

*\*Wonderland offers ARC CPR for the Professional Rescuer and Standard First Aid certifications at camp.*

#### **RELATIONSHIPS**

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center. In these contacts, they act as a representative of the Army and its mission.

#### **SUPERVISION RECEIVED**

Under the general supervision of the Program Manager with some freedom to plan, schedule and carry out responsibilities within established policies and guidelines.

#### **PERFORMANCE MEASURES**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

#### **EDUCATION**

- Minimum 1 year of college or equivalent.

#### **EXPERIENCE**

- Minimum 1 year supervisory experience in a similar aquatic area preferred.
- Must have at least 1 year experience as a Lifeguard or similar position.

#### **COMPETENCIES**

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- Minimum age of 19 preferred.
- Able to relate God's handiwork through aquatic activities and in relationship with the Word of God in programming initiatives.
- Current Water Safety Instruction Certificate preferred and Lifeguard training.
- Able to live on camp grounds throughout duration of employment.
- Current CPR for Professional Rescuer and Standard First Aid\*.
- Knowledge of pool and spa operation and chemical testing.

- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self starter.
- An attention to detail
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

This position is required to do light to heavy physical work. In order to successfully perform the essential functions of this position, the employee is regularly required to remain stationary for some periods of time; use hands and fingers; communicate; move; frequently required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands as in the use of pool or water equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The work environment for this position includes an office and outdoor environment with a low to high noise level.

**POSITION RANKING**

Position Ranking:                      TFT                      Exempt

**SIGNATURES**

\_\_\_\_\_  
SUPERVISOR/DATE

\_\_\_\_\_  
EMPLOYEE/DATE

Date: 6/06, 2/09, 1/10 Date Revised: 9/10

**THE SALVATION ARMY MISSION STATEMENT**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination