

Radnor Township Parks & Recreation Department **Radnor Day Camp Staff / Aquatics Coordinator**

Radnor Day Camp Mission Statement

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

Aquatics Coordinator

Responsibilities of the Aquatics Coordinator include, but are not limited to, the planning, programming, and overall administration and facilitation of the Radnor Day Camp aquatics program as it fits within the camp objective. The Aquatics Coordinator is also accountable for the management, supervision and evaluation of affiliated staff members which include Lifeguards/Swim Instructors, Leader Is, Leader IIs, and Special Needs Support Staff. The aquatics facility is located at the Radnor High School indoor swimming pool (subject to change). The Aquatics Coordinator is supervised by the Director and Assistant Director of camp and by the Radnor Township Recreation Department Staff. The Aquatics Coordinator's performance will be monitored and evaluated for the duration of their employment.

Other duties include:

- Developing, coordinating and executing all components of constructive and recreational aquatics and water-related activities for Radnor Day Camp including: the creation of age-appropriate activities and group games; the activity development and logistics in relation to the Radnor Day Camp on-site location; ability to transition to non-aquatics site as needed for leadership and activities; the administration of safety procedures with regards to the program/activities and group games; the communication of and attendance of special events and games/activities with respect to all Radnor Day Camp staff and campers. Completed in cooperation with respective supervisor(s) - the Radnor Day Camp Director, Radnor Township Recreation Program Supervisor, and Radnor Township Parks & Recreation Director.
- Supervising the scheduling and procedures of constructive and recreational aquatics activities and services along with directing facility operations associated with the Radnor Day Camp Program and Radnor High School aquatics facility to include (but not limited to) providing group swim classes.
- Taking part in all vital components of the Radnor Day Camp Program such as helping to run camp activities, special events, games, and excursions, and function as a camp leader as needed.
- Assisting in the planning of purchases of requested operating supplies (in cooperation with the Recreation Department Program Supervisor) in a cost-effective manner.
- Participating in and contributing to staff development.
- Monitoring aquatic staff attendance and signing off on payroll attendance sheets each pay period.
- Effective enforcement and relating of all Radnor Day Camp policies and procedures.
- Enforcing and relating all safety rules and regulations affiliated with the Radnor High School aquatics facility and aquatics codes of safety.
- Communicating all respective events, activities, and procedures to participants, parents and staff members accordingly.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Providing parents with camper swimming assessments and feedback as needed in cooperation with the Camp Director and Recreation Program Supervisor.
- Preparing all incident reports for record and approval of respective supervisor in cooperation with incident witnesses and incident affiliates.
- Acquiring effective feedback from all Radnor Day Camp staff, participants, parents, et. al. in anticipation of future growth and progress of the Radnor Day Camp and Aquatics programs.
- Reporting to and communicating important program information, concerns for campers, disciplinary or medical and respective matters in an expeditious manner to the Radnor Day Camp Director.
- Attending all required staff meetings.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of elementary and/or early childhood education.
- Knowledge of the theories and philosophies of aquatics recreation and the ability to interpret and relate them to others.
- Possession of current lifesaving, first aid, CPR and AED certifications. WSI Certification (preferred).
- Completion of a minimum of 4 years consecutive experience in an aquatics, lifesaving, and swimming instruction capacity.
- Ability to formulate and administer an effective aquatics recreation program to meet the needs of related participants with age-appropriateness and themed planning.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

- Aquatics Coordinator is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp.
- Aquatics Coordinator is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- Aquatics Coordinator's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- Aquatics Coordinator is required to perform any and all activities associated with the Radnor Day Camp program.

Conditions of Employment/not limited to the following:

- Radnor Township Employment Application including voluntary disclosure statement
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
 - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Current CPR, AED, & First Aid certification (All Staff)
- Current Lifesaving & Water Safety Training (For Aquatics Staff)
- Mandatory Completed Paperwork