

**ELIOT INSTITUTE**  
**WATERFRONT DIRECTOR (Seabeck camps)**

**SELECTION:** The Waterfront Director is appointed and responsible to the Dean.

**QUALIFICATIONS:** A current water safety and life-saving certification such as Red Cross Senior Water Safety, Bronze Cross, or NSL certification is recommended. If a certified lifeguard will be present all times then it is not necessary for the Waterfront Director to be certified. Good organizational and interpersonal skills, especially with youth, are essential.

**RESPONSIBILITIES:**

- ☺ To be familiar with and enforce Seabeck and Eliot Waterfront policies and guidelines.
- ☺ Discuss with the Dean waterfront staff, hours and events.
- ☺ To ensure campers are informed of waterfront “rules”.
- ☺ Direct the activities of the Lifeguard, Boat Dock Coordinator, and other volunteer assistants at the waterfront.
- ☺ Establish a first-aid plan with the Dean and inform waterfront staff of this plan.
- ☺ Ensure the waterfront is supervised by qualified staff and volunteers during hours of operation.
- ☺ Ensure swimming and boating tests are given to all children and youth using the waterfront.

**WATERFRONT DIRECTOR - SEABECK**  
**TIME LINE**

**BEFORE CAMP**

- \_\_\_\_\_ Register for camp, sign contract and Code of Ethics; send copy of lifeguard certification to Registrar
- \_\_\_\_\_ Be familiar with Waterfront Guidelines for Seabeck and Eliot guidelines.
- \_\_\_\_\_ Establish with the Dean the hours the waterfront will be open for swimming and boating.
- \_\_\_\_\_ Recommend candidates for Lifeguard(s) and Boat Dock Coordinator to the Dean(s).  
**NOTE:** Eliot Institute requires that at least one currently certified lifeguard be appointed for each summer camp.
- \_\_\_\_\_ Determine with the Dean, a first aid plan for the waterfront.
- \_\_\_\_\_ Ensure Lifeguard(s) and Boat Dock Coordinator are knowledgeable of their responsibilities including waterfront rules, hours for supervised swimming, how to conduct testing of youth and children and boating regulations.

\_\_\_\_\_ Ensure campers are made aware of rules through a submission to the first camp newsletter. Other necessary information can be supplied through the Dean to the Children's and Youth's Program Directors, for mailing to registered parents and youth along with other program information.

\_\_\_\_\_ Wherever possible, make it known that swimming is supervised by an Eliot appointed lifeguard at the beach and swimming dock in the lagoon, usually from 1:30 to 5:00 p.m. each day, and at other daylight times specifically designated and authorized by the Dean. Swimming at any other time is unauthorized and solely at the risk of the swimmers and their parents, guardians, or sponsors. Swimming at other locations, such as the picnic area at Salmon Bake beach, at any time is also unauthorized, not supervised, and solely at the risk of the swimmers and their parents, guardians, or sponsors.

### **FIRST DAY OF CAMP**

\_\_\_\_\_ Attend camp staff meeting

\_\_\_\_\_ Be present when the Board Representative signs the Seabeck Waterfront Policy agreement with the Seabeck staff person.

\_\_\_\_\_ Explain waterfront procedures, rules, and safety regulations to campers at orientation. It is recommended that the Lifeguard also participate at the orientation.

### **DURING CAMP**

\_\_\_\_\_ Direct the activities of the Lifeguard, Boat Dock Coordinator, and other volunteer assistants at the waterfront.

\_\_\_\_\_ Enforce the general rules applicable to waterfront activities.

\_\_\_\_\_ Maintain a waterfront schedule for staff and swimmers.

\_\_\_\_\_ Conduct swim checks of children under 18 years of age.

\_\_\_\_\_ Ensure that swimming is supervised by an Eliot appointed lifeguard at the beach and swimming dock in the lagoon, from 1:30 to 5:00 p.m. each day, and at other daylight times specifically designated and authorized by the Dean. Swimming at any other time is unauthorized and solely at the risk of the swimmers and their parents, guardians, or sponsors. Swimming at other locations, such as the picnic area at Salmon Bake beach, at any time is also unauthorized, not supervised, and solely at the risk of the swimmers and their parents, guardians, or sponsors.

\_\_\_\_\_ Supervise special waterfront events (triathlon, Hiroshima Boat ceremony, etc) and ensure safety guidelines are followed.

- \_\_\_\_\_ Hiroshima Boat Ceremony at August Seabeck Camp: Two Lifeguards are to be in a boat in the lagoon during the time MAGs are setting out Hiroshima boats. Also each MAG rower must be qualified (passed the boat test).
  
- \_\_\_\_\_ In the event that weather, water conditions, or a decrease in the number of swimmers reduces the need for two lifeguards, it is recommended that the Director and Lifeguard rotate responsibility on an equal share basis

**AFTER CAMP**

- \_\_\_\_\_ Within two weeks, send a report to the Dean of highlights, concerns, recommendations of your time as Waterfront Director.
  
- \_\_\_\_\_ Send recommend for new or revised guidelines to the Safety Committee.

(Revised - April 2010)