

## POSITION DESCRIPTION

**Resume required  
for consideration**

Job Title	Aquatics Director
Job Concept	The Aquatics Director is the program lead for the aquatics program areas at Broad Creek. With the help of their staff and volunteers, they will offer classes and programs to campers at the lake and pool. Depending on staff arrangements, may also manage either the pool or the pier, or may supervise separate directors in each area.
Reports To	Program Director
Program(s)	Scouts BSA Summer Camp and Cub Adventure Camp
Salary Grade	IV – Upper Manager
Desired Availability	June 17-July 25
Position Responsibilities	<ul style="list-style-type: none"> <li>• Train and manage a team of 1-2 directors and 4-6 lifeguards/instructors</li> <li>• Maintain respectful relationships with subordinate staff, helping to manage their morale and general well-being</li> <li>• Write an end-of-season report with accurate inventories and recommendations for the future, using the Closing Report Template</li> <li>• Manage merit badge requirement completion records and turn in to camp clerk</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Provide cheerful and helpful service to all Broad Creek participants and staff</li> <li>• Demonstrate the Aims and Methods of Scouting to all participants and staff</li> <li>• Come prepared to camp with completed onboarding paperwork as required by camp management</li> <li>• Must adhere to the policies set forth in the Staff Handbook and any additional policies communicated by Broad Creek management</li> <li>• Keep work area safe, clean, and organized, and ensure that all safety rules are strictly followed</li> <li>• Ensure that all equipment used is well-maintained, used properly, and returned</li> <li>• Report any maintenance needs to the Camp Ranger using designated channels</li> <li>• Complete all other duties as assigned by Broad Creek management</li> </ul>
Pre-Camp Responsibilities	<ul style="list-style-type: none"> <li>• Complete necessary employment documents</li> <li>• Thoroughly read through the Staff Handbook prior to arrival</li> <li>• Complete a current BSA Annual Health and Medical Record</li> <li>• Observe all email communications from Broad Creek management</li> <li>• Participate in pre-season planning as availability allows</li> </ul>
Qualifications & Training	<ul style="list-style-type: none"> <li>• Must be at least 21 years of age by start of employment</li> <li>• Must be or become a registered member of the Boy Scouts of America at the start of employment</li> <li>• Must provide a complete and current BSA Annual Health and Medical Record to the Health Officer upon arrival</li> <li>• Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Broad Creek’s uniform policy</li> <li>• Must participate in designated staff training</li> </ul>

