



LEADERSHIP LEVEL	Lead Team (Level 4)
SUPERVISOR	Program Manager
POSITION TYPE	Paid 16 weeks @ minimum wage (40hrs/week)

Position Overview

Oversees the waterfront and its programs (water ski, surf, wakeboard and tubing programs) to ensure a safe and fun experience for campers and staff. Ensure safety, service, and excellence in all programming and among the staff. Mentors, trains, and equips waterfront staff in waterfront programming and spiritually.

Responsibilities:

- Oversees the waterfront staff (excluding lifeguards), in particular, the Head Boat Driver, Boat/Dock supervisors, focusing on their development as leaders.
- Brings spiritual leadership to summer staff and in particular, to the waterfront staff, through one-on-one meetings, group meetings, prayer and community building.
- Is an example to the other summer staff and enforces camp policies.
- Attends and participates in daily lead team meetings.
- Builds a solid and unified waterfront team holding to the values and mission of Green Bay.
- Trains Waterfront Staff, maintaining a high level of instruction and clearly communicating expectations to them at the beginning of the summer.
- Creates a fun, encouraging, equipping program for the guests of Green Bay.
- Organizes and drives boats for the waterfront programs. (Ski School, Cruises, etc.)
- Responsible for ensuring the creation of the schedule of daily tasks and responsibilities for waterfront.

- Responsible for scheduling adult volunteer drivers for boat driving shifts
- Encourages waterfront staff in their efforts as well as, if necessary, dealing with any disciplinary action that needs to be taken.
- Keeps open communication with the Head Lifeguard, assisting as needed.
- Maintains a working inventory of all waterfront equipment and supplies.
- Oversees all administrative duties of the waterfront and keeps the waterfront manual up to date.
- In partnership with the Head Lifeguard, updates the emergency procedures for the waterfront-encompassing both swimming and boating sides.
- Ensures that boat checks are done at the beginning and end of each day and the log book is up to date.
- Ensures that each boat is pulled out to the water and parked in front of HQ before campers leave on the last day of camp. Oversees the cleaning of waterfront equipment at the end of each week-especially the washing and cleaning of each boat.
- Is familiar with and implements safety, fire and first aid policies of Green Bay Bible Camp, specifically those that pertain to waterfront activities, providing an efficient and safe camp community.
- Ensures that all BCCA Accreditation Standards are met pertaining to the waterfront and boating safety.
- Participates in the weekly deep clean of campus at the end of each week of camp - specifically oversees boat cleaning and waterfront equipment maintenance
- Must Attend Staff Training
- Assists in hosting GB Guest Groups in May and June
- Serves as a Concierge to a Family during each week of Family Camp
- Makes department purchases as necessary and keeps the waterfront budget balanced.

Qualifications:

- Has a minimum of one year previous leadership experience in a ministry setting
- Is a minimum 21 years of age.
- Is mature in faith and is actively pursuing a deepening relationship with God with a strong desire to serve.
- Has current boating license and marine first aid certification.
- Has significant experience driving boats and towing (i.e. Tubers, Wake Surfers, Wake Boarders, Skiers etc.)
- Has had experience leading a team in some capacity
- Has a good biblical foundation and knowledge
- Is approachable, relational and has excellent interpersonal skills.

- Strong leadership and organizational skills and is able to build and lead a team.
- Is committed to developing others and seeing them grow in their gifts and abilities.
- Energetic and motivated and able to inspire and motivate others.
- Flexible and take initiative to see where help is needed.
- Good problem-solving skills and comfortable dealing with conflict and discipline.
- Able to work independently and able to work in a busy environment.

Staff Core Values

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.