



## Emerald Bay Outdoor Academy Waterfront Manager

The Emerald Bay Outdoor Academy is a youth science education program based at Camp Emerald Bay on Catalina Island and operated by the Western Los Angeles County Council, Boy Scouts of America. Our mission is to *inspire the next generation of environmental stewards* through overnight science programs and Educational Outreach Partnerships. Our students come from public, private, charter, and homeschool organizations. We serve students in grades 5<sup>th</sup> through 12<sup>th</sup> every Spring and Fall.

### Job Dates:

- This is a seasonal position.
  - Spring season is March 3 – May 29, 2024.
- Average of 40 hours per week with opportunities for overtime.

### All-Staff Responsibilities:

- Provide exceptional customer service to all student and adult chaperone program participants.
- Maintain professionalism in the workplace and around camp.
- Attempt the American Red Cross Lifeguard certification provided on-site during staff training week.
- Instruct courses for students attending 3, 4, and 5-day overnight outdoor education programs.
- Provide lifeguarding for Outdoor Academy and other Emerald Bay programs.
- Provide basic first aid.
- Clean and maintain camp equipment and course materials.
- Assist with the general cleanup and cleaning of camp.
- Participate in staff trainings.
- Participate in weekly staff meetings.
- Assist with meal serving when assigned.
- Provide retail help in the Ship's Store trading post when assigned.
- Other duties as assigned in camp may include work projects and providing staff assistance for non-Academy groups such as YMCA weekend groups.

### Waterfront Manager Specific Responsibilities:

- Reports to Program Director
- The Waterfront Manager oversees waterfront operations for the Emerald Bay Outdoor Academy. Students attend 3, 4, and 5-day overnight outdoor education programs. Courses are instructed by Resident Naturalists and Instructors. Waterfront courses are marine science and outdoor education based and include activities such as kayaking, snorkeling, and stand-up paddle boarding.
- Work with lifeguard-certified naturalists and instructors to ensure appropriate coverage for all waterfront courses.
- Oversee youth waterfront orientation including weekly student float checks.
- Manage and maintain waterfront equipment including snorkeling gear, wetsuits, kayaks, stand up paddleboards, wetsuits, PFD's, and related equipment.
- Assist Program Director in staff trainings.
- Assist with lifeguard training.
- Facilitate staff lifeguard drills as necessary.
- Assist in course development as it relates to safety and waterfront protocols.
- Knowledgeable in lifeguard and waterfront best practices including relevant state and local laws.



- Fill in as an instructor when necessary.
- Supervise staff for weekly cleaning tasks.
- The Waterfront Manager may have the ability to be checked out on camp vehicles. Driver's License and California Boater's Card preferred.

#### **Qualifications:**

- 21+
- Strong swimmer
- Demonstrated leadership ability
- Previous lifeguard management experience
- College degree preferred in outdoor recreation or related field
- American Red Cross Lifeguard Certified
- American Red Cross Certified: Adult And Pediatric First Aid/CPR/AED-BL
- Previous experience working with youth preferred
- Self-starter, able to work independently and in a group
- Ability to work long, physically and mentally demanding days which include a variety of land and water-based activities.
- Flexibility as job demands can change quickly.
- Desire to learn and grow professionally and contribute to a growing program
- Ability to drive
- Ability to pass background check

#### **Benefits**

- First and last boat ticket to and from Catalina Island are provided.
- Hourly pay rate is \$20 per hour.
- Housing and meals in the dining hall are provided subject to a weekly salary deduction of \$218.59.
  - Most staff reside in Bunk Cabins, with 3 staff per bunk room which is connected to another 3-person room via a shared bathroom and shower. Visit the facilities page for photos: <https://www.campemeraldbay.org/facilities/#1599675911977-3b4e7ad1-d67e>
- Access to world class waterfront and the rugged West End of Catalina Island.
- Use of facilities and recreational equipment during off hours.
- Training opportunities include American Red Cross with CPR/First Aid/Waterfront components and Catalina Naturalist.
- Other duties as assigned in camp may include work projects and providing staff assistance for non-Academy groups such as YMCA weekend groups.

#### **Additional Job Information:**

- Staff must reside on-site at Camp Emerald Bay in staff housing.
- Staff are employed by the Western Los Angeles County Council, Boy Scouts of America. A current BSA membership is required and can be completed online during onboarding. The annual BSA membership fee is \$75 plus a \$2.25 administration fee.
- Pets are not permitted in camp.
- Paid leave is not provided as this is a short-term position however off-island travel may be accommodated with advanced notice.

#### **To Apply:**

**Emerald Bay**  
**Outdoor Academy**  
Environmental Literacy at the Gem of Catalina

- Send the following to Program Director Burton Miller at [burton.miller@scouting.org](mailto:burton.miller@scouting.org)
  - Resume
  - Cover Letter
  - Three professional references