

**ELIOT INSTITUTE  
WATERFRONT DIRECTOR  
(Revised June 2023)**

**NOTE:** Eliot Institute requires that two certified Lifeguards be appointed for our July and August summer camps. We will continue to only have one certified Lifeguard at the Creative Arts Eliot until the number of campers requires another lifeguard. If two certified Lifeguards are present, then it is not necessary for the Waterfront Director to be certified.

**SELECTION:** Selected by 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, but not required. Good organizational and interpersonal skills, especially with youth, are essential.

**GENERAL RESPONSIBILITIES:**

- Be familiar with and enforce Seabeck and Eliot Waterfront Rules.
- Supervise the Lifeguards, Boat Dock coordinator, and any Waterfront volunteers.

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**WATERFRONT DIRECTOR  
TIMELINE**

**BEFORE CAMP**

- \_\_\_\_\_ Register for camp, sign contract and Code of Ethics and return to Registrar.
- \_\_\_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_\_\_ Be familiar with “Seabeck’s Rules for Lagoon Use”. The Registrar will have a copy for you upon arrival at camp. If you would like to view it earlier, see Ideas, Hints and Tips at end of this job description.
- \_\_\_\_\_ Be completely familiar with “Eliot Waterfront Rules”, in particular, use the “Use of Air Horn”. See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs

**BEFORE CAMP - WORKING WITH THE DEAN**

- \_\_\_\_\_ Establish with the Deans the hours the Waterfront will be open for swimming and boating.
- \_\_\_\_\_ Recommend candidates or assist the Deans in recruiting and selecting Lifeguard(s) and Boat Dock Coordinator. If your selection is not certified, Eliot has authorized additional funds for them to receive this training. A lifeguard from a local swim facility, such as the Y in Silverdale, can be hired to cover swim time if a lifeguard cannot be found among the Eliot community.
- \_\_\_\_\_ Determine with the Deans, a first aid plan for the Waterfront and inform Waterfront staff of this plan, including knowledge of the location of the automatic electronic defibrillator (AED), stored in the Inn Office. Make sure Waterfront staff know to complete a formal

incident report for significant injuries incurred at Waterfront. (Insurance company mandate.).

## **BEFORE CAMP - OTHER**

- \_\_\_\_\_ Ensure Lifeguards 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.) A few points you may want to cover:
  - \_\_\_\_\_ Times of operation
  - \_\_\_\_\_ Swim check operation
  - \_\_\_\_\_ Volunteer call for swim checks
  - \_\_\_\_\_ Basic safety and behavioral expectations (define basic according to your personal style). Reinforce rule that boaters never enter the area roped off for swimmers, nor swimmers enter area roped off for boaters, except during sanctioned events like Triathlon and Lagoon swim. During those sanctioned times, a chase boat with two adults will patrol swimmers.
  - \_\_\_\_\_ Teasers as to a possible special offering or two: Watermelon Polo, Cannonball Contest, Polar Bear Swim, etc.

## **ARRIVAL DAY**

- \_\_\_\_\_ Attend camp staff meeting.
- \_\_\_\_\_ Get Waterfront equipment stored at Seabeck in Colman from the Storage Closet Manager.
- \_\_\_\_\_ Be present when the Board Representative signs "Seabeck's Rules for Lagoon Use" with the Seabeck staff person.
- \_\_\_\_\_ **AT ORIENTATION:** Explain Waterfront procedures, rules, and safety regulations to campers. It is recommended that Lifeguards also participate at the orientation. Some things you might cover:
  - \_\_\_\_\_ Campers may only swim at Eliot when supervised by an appointed Lifeguard, only at the swim beach and swimming dock, and only during daylight, usually from 1:30 - 5:00 each afternoon, or at other times when designated and authorized by the Dean(s). Swimming outside the ropes is not allowed.
  - \_\_\_\_\_ Also, 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. NO swimming after dark.
  - \_\_\_\_\_ Show swim band for the benefit of first timers and give a pep talk
  - \_\_\_\_\_ First aid concerns - Describe first aid horn alert

## **USE OF AIR HORN**

**One Blast:** All persons swimming, on the swim dock or on the beach, are to immediately stop what they are doing, and pay attention to the instructions of the Lifeguard.

**Three Long Blasts:** This should be used ONLY for “911” type emergencies. Any camper should call 911 if heard. ONLY campers trained in emergency or medical procedures should respond. Three blasts on the horn requires ALL people to leave dock and water, except those responding to the emergency.

## **DURING CAMP**

- \_\_\_\_\_ Attend staff meetings.
- \_\_\_\_\_ Ask Seabeck to provide a large canister of water on the beach daily. (Make request through the Deans)
- \_\_\_\_\_ Set up the 8 x 8 foot portable gazebo on the swim dock for shade.
- \_\_\_\_\_ Direct the activities of the Lifeguards, Boat Dock Coordinator, and other volunteer assistants at the Waterfront.
- \_\_\_\_\_ Ensure Waterfront equipment stored in the Eliot closet is in place - backboard, first-aid kit, air horn, bracelet & badge making kit, etc.
- \_\_\_\_\_ 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 Lagoon swim area and swimming dock.
- \_\_\_\_\_ First Aid Issues
  - \_\_\_\_\_ Show Lifeguard the location of first-aid kit at the swim dock.
  - \_\_\_\_\_ Board Dock Coordinator - there is a dedicated Boat Dock first aid kit, which can be kept at the Eliot Office when the Boat Dock is closed.
  - \_\_\_\_\_ Let all staff know the automatic electronic defibrillator (AED) is stored in the Inn Lobby.
  - \_\_\_\_\_ A formal incident report for significant injuries incurred at the swimming area must be filled out (this is an insurance company mandate). Forms are in the First Aid Cart, or see the Registrar.
- \_\_\_\_\_ Enforce the general rules applicable to Waterfront activities.
- \_\_\_\_\_ During sanctioned events like a Lagoon swim or Triathlon, make sure there is a Lifeguard at the swim dock. There also needs to be a chase boat in the Lagoon with two adult campers equipped with extra personal flotation devices and other life-saving equipment deemed necessary by you. Close the boat dock during sanctioned events, allowing only the chase boat on the water to patrol swimmers. During the Triathlon, to ensure swimmers are all out of the water before the first boaters enter it, stage the event in this sequence: swimming – > running – > boating. For more details see “Ideas, Hints, and Tips” page 4.
- \_\_\_\_\_ Help supervise the morning Polar Bear Swim. Ensure swimmers enter the Lagoon in

waves with the stronger and heavier swimmers first, then lighter swimmers and smaller adults, then children last. People should dive in, not jump in, then immediately swim away from the dock to clear potentially dangerous congestion there. Campers under 18 must have a swim badge; for the first morning of camp, before badges are earned, they must be accompanied by a parent or a designated adult swim buddy.

\_\_\_\_\_ August Camp: During the Hiroshima Boat Ceremony, make sure a Lifeguard and one adult are in a boat in the Lagoon during the time MAGs are setting out Hiroshima boats. Provide safety and bring whatever lifesaving equipment you think is necessary. To facilitate entry and exit from the boats, have two adults present on the dock to load the boat, push the boat away from the dock, and assist those exiting the boats. Make sure each MAG rower is qualified (i.e., passed the rowboat or paddle boat test).

\_\_\_\_\_ If on any given day the number of swimmers doesn't warrant two Lifeguards, the Waterfront Director may assign shifts to the Lifeguards as deemed appropriate.

## **LAST DAY OF WATERFRONT ACTIVITIES**

\_\_\_\_\_ Return Waterfront equipment to the Storage Closet. Be sure all equipment is bone dry. Update the inventory list and give to the Storage Closet Manager.

## **AFTER CAMP**

\_\_\_\_\_ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

## **IDEAS, HINTS AND TIPS**

### **SEABECK'S RULES FOR LAGOON USE**

Here's the link on the Seabeck website for the Lagoon Use form:  
[http://media.wix.com/ugd/00a371\\_803de2053bc54985bc126fae6d4f0c10.pdf](http://media.wix.com/ugd/00a371_803de2053bc54985bc126fae6d4f0c10.pdf)

To navigate to the form:  
[www.seabeck.org](http://www.seabeck.org) -> "Group Retreats" menu -> select "Retreat Forms" -> scroll down, then select "Lagoon Form"

## **ELIOT TRIATHLON**

Stage competitive and noncompetitive events separately, and solo from group events.

Position a floating marker, anchored in place with rope, in the Lagoon one-third the distance from the swim dock to the boat dock. Float a rope from this marker to the right side of the swim dock to guide swimmers, who swim out from the swim dock on the right side of the rope and return on the left, to the dock ladder. Place a pylon 150 feet beyond (south) of the Boat Dock on the road. Runners go from the Swim Dock past the Fireside down the road to and around this pylon, then onto the Boat Dock. Anchor three floating milk jugs near the Boat Dock to establish

a rectangular course for the rowers. During the rowing event (with all the swimming finished), position the paddleboat with the Lifeguard and buddy in the middle of the rectangle.

Order the three events in this sequence – swim, run, row. This sequence separates in time the swimmers from the rowboats, avoiding dangers as they try to share the water. Once done, the swimmer in a group of three must touch the hand of the runner doing the second leg. Assign an adult to keep swimmers not participating in the triathlon to one side of the swim dock out of the path of the triathletes. Also, be sure to keep cheering supporters to the side of the swim dock.

Erect a table in front of the Inn at the finish line supplied with watermelon wedges. Use the air horn to start the swimmers at the swim dock. The air horn blast also alerts crowds on the bridge that the race has begun. At the start of each triathlon, position a paddle boat containing the Lifeguard and buddy at the floating marker, with life jackets and life-saving equipment. Make sure that Waterfront and Boat-Dock staff have each other's cell phone numbers so they can communicate as needed to monitor the progress of teams and individual swimmers.

### **WATERMELON POLO**

This can be fun and intergenerational. Adults can mix with children and provide help, keeping it fun, as little swimmers may have trouble moving the watermelon on their own, much less lifting it out of the water — it's heavy! The players end the event, after the competition concludes, by opening the watermelon and sharing the meal.

Make up two teams, 7-9 people per team. Provide two watermelons, in case the first cracks or falls apart. Cover the watermelon with Crisco or similar hydrogenated oil. Instruct the players to keep the watermelon away from the dock, as it can be difficult to retrieve once under it. Play begins with both teams in the water in front of the swim dock on opposing sides, separated by 5 feet. Waterfront staff starts play by tossing the watermelon in between the players.

Scoring: for older players, a player scores when they place the watermelon onto the surface of the opposing team's side of the dock. Younger players score when they get the watermelon past an imaginary line extending out from the dock. Consider letting players determine whether and how to keep score.

### **POLAR BEAR SWIM**

**Note that this section describes some Polar Bear practices that may happen at August Eliot. July Eliot has their own Polar Bear routine.**

Start at 6:45am, gathering a group in Pines. At 6:50, while drumming, proceed to the Swim Dock, picking up more Polar Bears on the way. Make sure a Lifeguard is present as they arrive. On the morning of the first swim, those under 18 must have an adult close by watching them. Announce this requirement at the opening night orientation meeting.

Ensure the youngest and smallest enter the water in the last wave of bears. Once all Bears are in the water, form two large circles, one inside the other, for the Hokey Pokey Dance. Put smallest swimmers in the inner circle so the Lifeguard can monitor them and encourage them to exit the water first if conditions are chilly.