

## **WATERFRONT LEADER – 14 weeks grant dependent**

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**RESPONSIBLE TO:** Summer Camp Director

**QUALIFICATIONS:**

- Commitment to the Christian aims and purposes of the Camp.
- Current National Lifeguard Service Award (NLS).
- Strong leadership and organizational abilities.
- Knowledge of water sports and safety, including canoeing/kayaking.
- Experience working with children and ability to relate to and interact well with children.
- Belief in the individual worth of the camper
- Strong communication and conflict resolution skills. Ability to work collaboratively with others.
- Emotionally mature and willing to accept responsibility
- Ability to supervise participants in waterfront & sports activities.
- Minimum age of 19

**Specific Responsibilities:**

- Supervise, direct, and encourage participants during waterfront/sports activities.
- Set up waterfront equipment at the beginning of summer and cleanup throughout the summer. Supervise and care of all camp equipment, including cleanup, storage and security.
- Plan waterfront activity sessions and alternative programming for school groups and summer camp sessions in cooperation with the Summer Camp Director and other program areas.
- Assist with evening program planning and implementing as directed by the Summer Camp Director
- Review current budget and ensure program materials are available and within budget.
- Supervise and ensure lifeguard is free of all other duties when guarding. Ensure two lifeguards are on duty during swim periods. Max swimmer/lifeguard ratio is 40:1.
- Evaluate campers as to their swimming ability before participating in water activities. Identify non-swimmers with a coloured wristband.
- Ensure the swimming area is clearly marked, clean and free of hazards.
- Assist in emergency situations according to NLS and Accreditation standards.
- Ability to delegate waterfront duties to other qualified staff members, when necessary.
- Perform and record daily checks of waterfront supplies to ensure good working order.

- Teach, demonstrate, and enforce waterfront rules and emergency procedures to all staff, volunteers, and campers at the beginning of each camp.
- Stock first aid kits, according to accreditation standards, for all outings and ensure qualified first aid person accompanies all group trips.
- Maintain high standards of safety and health at the waterfront in accordance with the BCCA accreditation standards and the Camp Owaissi Waterfront Manual.
- Seek advice, guidance, and assistance from Summer Director in resolving issues.
- Provide evaluation report for leader position with recommended changes, by Aug. 31<sup>st</sup> of camp year, to [jobs@campoac.com](mailto:jobs@campoac.com) (Program and Staffing team).
- Ensure one person on waterfront has a boat license and ability to operate rescue boat. Ensure the rescue boat is in good working condition daily.
- Wear an identifiable lifeguard shirt when on duty.
- Attend morning meetings.
- Participate in a canoe safety course prior to the start of camp. Instruct all campers using the canoes how to perform a rescue and how to maneuver the canoe.
- 3-5pm Fridays all staff are expected to clean and ready the camp for the following session by participating in some maintenance/janitorial work.
- Responsible for end of season clean up duties as directed by the Summer Camp Director and according to Camp procedures and policies.
- Available to sleep in a cabin to supervise campers overnight if necessary.

#### **Essential Functions:**

- **Work and participate as a team member with other staff in all aspects of camp life.**
- Visually observe behaviour of campers in your care, and report any concerns to Summer Camp Director
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.

#### **Administrative and Facility Responsibilities (P & S to designate role to Program Leaders):**

- Assist with registrar duties
- Receive and direct visitors
- Attend publicity functions as an official representative of the camp
- Assist in setting up camp for summer program, which includes, but is not limited to:
- First Aid Station, Waterfront Area, Kootenay Hall, update signage, etc.
- Answer and field phone calls

- Word processing, Database entry, filing, and faxing
- Handles special administrative projects
- Oversee yard work
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Perform other administrative and programming duties as directed by the Summer Camp Director
- Attend meetings as requested by the Summer Director