

Position Title: Waterfront Director

Report to: Executive Director or designate.

Schedule and commitment: May to August. This is a 24-hour responsibility, with time off each day. In addition staff receive one 32 hour period off each week.

General description: The Waterfront Coordinator is responsible for providing a safe and fun waterfront and watercraft environment adhering to all Provincial, Federal and Association des camps du Quebec standards. The Waterfront Director works with lifeguards and Outdoor Living Skills Director to ensure a safe and happy waterfront program including supervision of scheduled swim at the beach for campers and guests, as well as water-front games and activities, summer camp swimming programs and assisting guests with canoe rentals including basic safety instruction.

Specific Responsibilities:

1. In cooperation with Program Director, oversee and schedule lifeguards and daily waterfront activities including the swim area and boathouse.
2. Ensure that designated swim areas adhere to current Ministry guidelines.
3. Provide aquatic supervision for all waterfront activities , guarding and facilitating swimming activities/lessons during cabin session and free swim
4. Attend and participate in all pre-camp training sessions, including staff orientation weekend early May.
5. Plan and implement waterfront safety training to be covered during pre-camp orientation.
6. Prepare and lead sessions for staff training in areas of waterfront program, safety and emergency procedures.
7. Test the swimming ability of all campers on opening day of camp. If weather does not permit, complete swim testing as soon as it is safe and practical to do so
8. Ensure that sufficient and properly qualified staff members are present at all waterfront activities.
9. Supervise all camper and staff behaviours on the waterfront to ensure a safe swimming environment.
10. Ensure that a working walkie-talkie is always available to the 'chair' guard when swimming is happening.
11. Ensure the daily safety checks are completed and logged, in accordance with the ACQ guidelines.
12. Ensure canoes are locked at all times and take responsibility for the boathouse and surrounding area

13. Ensure that all first aid kits are adequately stocked and required first aid equipment is fully stocked and functional. All checks must be logged, in accordance with ACQ guidelines.
14. Ensure the “emergency boat” is in working order at all times and oversee the use of the boat
15. Throughout the camp session, as well at the end of the season, ensure that equipment is in good working order and that any further repairs or purchases required are fully documented and provided to the Executive Director or designate.
16. Provide the Executive Director with a written report and inventory of all summer activities and equipment and an overview of the summer highlights and recommendations for improvements.
17. Participate fully as a staff member and by word and deed encourage a faithful Christian witness.
18. Within reasonable limits, perform other camp duties as instructed by the Executive Director.

Qualifications and Necessary Skills:

1. Certified in NLS and with lifeguarding experience.
2. Standard First Aid/CPR
3. Possess the Canada Boat License and Boat Safety Course certificate.
4. Red Cross & Royal Life Saving Society of Canada Instructor Certification is an asset.
5. Demonstrates a strong Christian faith and a willingness to serve.
6. Experience working with children/youth.
7. Experience canoeing and kayaking. ORCKA certification is a bonus.
8. Possess a valid Police Clearance Check with Vulnerable Sector

Screen Procedure: In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.