

Position Title: Waterfront Director
Department: Program
Report to: Managing Director or designate.

General description: The Waterfront Director is responsible for providing a safe and fun waterfront and watercraft environment adhering to all Provincial, Federal and Association des camps du Quebec (ACQ) standards. The Waterfront Director works with lifeguards and Wilderness 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 the 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 for public beaches.
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 staff training sessions, including staff orientation weekend in May, and ACQ-mandated 60 hours pre-camp training.
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. Guard and facilitate watercraft sessions teaching basic parts of boats and paddles, strokes and safety.
8. 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
9. Ensure that sufficient and properly qualified staff members are present at all waterfront activities.
10. Supervise all camper and staff behaviours on the waterfront to ensure a safe swimming environment.
11. Ensure that a working walkie-talkie is always available to the 'chair' guard when swimming is happening.
12. Ensure that daily safety checks are completed and logged, in accordance with the ACQ guidelines.

13. Ensure canoes are locked at all times and take responsibility for the boathouse and surrounding area.
14. Ensure that all first aid kits are adequately stocked, and that required first aid equipment is fully stocked, functional and placed where required. All checks must be logged, in accordance with ACQ standards.
15. Ensure the “emergency boat” is in working order at all times and oversee the use of the boat.
16. 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 Managing Director or designate.
17. Provide the Managing Director with a written report and inventory of all summer activities and equipment and an overview of the summer highlights and recommendations for improvements.
18. Participate in staff Bible studies on a regular basis.
19. Participate fully as a staff member and by word and deed encourage a faithful Christian witness.
20. Within reasonable limits, perform other camp duties as instructed by the Managing Director.

Qualifications and Necessary Skills:

1. Certified in NLS and with lifeguarding experience; beach qualifications are preferred.
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 Records Check with Vulnerable Sector check

Screening 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.

Support, Supervision and Evaluation: The Waterfront Director reports directly to the Managing Director (MD), and is welcome and expected to bring joys and concerns to the MD’s attention at any time. The Program and Wilderness Directors are also there for mutual support. A written performance appraisal will be completed by the MD at the end of the contract.

Schedule and commitment: 14 weeks, May to August. The Waterfront Director position is a 24 hour responsibility, with time off each day to be arranged with the Managing Director, in light of schedule and responsibility. Staff receive one continuous 32 hour period off each weeks.