

POSITION: WATERFRONT STAFF/LIFEGUARD (Job Description)
RESPONSIBLE TO: WATERFRONT DIRECTOR

JOB SUMMARY: The Waterfront staff supervises all swimming and boating activities to ensure the safety of campers, staff and volunteers. The Lifeguard instructs campers in water safety and boating skills, and leads recreational activities at the waterfront. The Lifeguard, under the supervision of the Waterfront Director, is also responsible for the overall safety, security and upkeep of the waterfront, its facilities and equipment.

LENGTH OF TENURE: This position runs from staff training until the end of the summer of the current camping season.

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (Moderate-High) Waterfront Staff will generally have limited opportunity of unsupervised access to children, but there will be situations where they may find themselves in the sole care of a child (or other vulnerable individual) in special circumstances. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. Waterfront Staff must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

ACCOUNTABLE TO: Waterfront Director, as well as to the Executive Director and Program Coordinator, for supporting and implementing the waterfront program as set out by the Executive Director and the Waterfront Director.

JOB RESPONSIBILITIES:

Safety

To ensure that the waterfront is safe.

To supervise and guard swimming area at all times during designated swimming times, in accordance with guarding expectations established by the Waterfront Director.

To familiarize yourself with the total function of the Waterfront as outlined in the Waterfront Director's Job Description.

To implement the BUDDY SYSTEM and ensure it runs effectively; to be certain that no one is at the waterfront without your knowledge or that of the Waterfront Director. An alternative method to the buddy system, i.e. cabin sign-in/sign-out may be used and it is the responsibility of the waterfront staff to ensure that this activity is monitored.

The Property Manager and the Executive Director may inspect the waterfront area or carry out work (away from the water) without the knowledge of the waterfront staff. Only the Executive Director, through the knowledge of the Waterfront Director, can authorize staff or camper use outside of normal operation hours. The waterfront staff is expected to help enforce this rule.

To ensure that all staff, volunteers and campers comply with government and camp regulations relating to the waterfront.

To be aware of your part in emergency procedures, and in operation of fire equipment.

To familiarize yourself with Camp Crisis Response procedures, and your role in them.

Teamwork

To respond to direction from the Waterfront Director, and to respect his/her authority.

To actively work to support the Waterfront Director in:

- creating a team atmosphere.
- striving for excellence in all areas of waterfront function.
- fulfilling the total function of the waterfront.

To act as a contributing member of the camp staff, attending staff/volunteer meetings, and assisting in administrative and operational tasks relating to the total camp operation.

To deal with problems with any staff member or volunteer immediately and in such a manner as to gain a positive solution for both parties.

To not add graffiti to the boathouse as this is a poor example for campers and other staff and to report any graffiti found anywhere at camp so that it can be removed.

Camp Program

To lead or delegate the leading of all activities taking place at the waterfront, including but not limited to canoeing, sailing, windsurfing, kayaking, paddle boarding and beach games and to provide guidance in discussing expectations and tasks while volunteers and staff are at the waterfront.

To plan and implement progressive lesson plans for sailing, canoeing, kayaking and wind surfing, keeping in mind age and ability. If the opportunity exists to help a camper or campers improve their swimming skills, this would be encouraged as long as overall camper safety and professionalism is maintained.

To provide first aid at the waterfront and on out trips. This may be delegated at times to the Camp Medic, but it is not always possible for the Medic to be available or attend out trips.

To actively participate and assist in whole camp activities, such as campfires, meal-times, games, welcoming campers on the first day, etc. This is a critical element of maintaining a solid community and team amongst the entire staff.

To sleep in cabins to provide supervision for same sex campers when necessary.

Participate fully in all camp activities, including reading bedtime stories and assisting cabin leaders with their campers at night and at meal times as requested by the Program Coordinator or Executive Director.

Overseeing Waterfront Equipment and Facilities

To ensure that the waterfront building is kept clean and tidy on a daily basis. All garbage and recycling are removed on a daily basis and any lost and found is taken to the designated area in the Spencer Hall area of camp.

To ensure the boats and building are secure at night.

To ensure proper care, use and maintenance of equipment.

To ensure the beach is maintained, including keeping it free of garbage, lost and found items, rocks, glass, etc. Having campers leave the water early and participate in clearing the beach as part of the daily routine would be a recommendation.

Respect for the Camp, Its Goals and Philosophy

To monitor your sleep and health, so as to complete responsibilities.

To keep your room in Branter tidy as well as to assist in keeping the common room tidy.

To obey all camp rules.

To model enthusiastic, mature Christian leadership to campers and staff.

To be sensitive to and strive toward fulfilling the Mission of the Camp.

To take care of the camp property and ensure a safe and clean environment at all times.

To participate in communal sharing of cleaning requirements including Branter.

To carry out other tasks assigned by the Executive Director, Waterfront Director and Program Coordinator.

To arrive at camp by 5 p.m. Sunday evening if the camp program begins on Monday. (This time may be extended to as late as 7 pm at the discretion of the Executive Director). If the camp begins in the evening (as is the case with the Family Camp and the Parent and Child Camp), to arrive at camp by 3 p.m. on that same day. To stay at camp until two hours after the campers leave, to participate in a staff and volunteer de-brief and evaluation of the week. (For most camps, this would involve staying at camp until 6 p.m. on Friday.)

Look after the set up/sale and storage of camp souvenir clothing at the start and end of every camp.

Evaluation: A performance evaluation for each Lifeguard will be conducted at the end of the summer season by the Executive Director and the Waterfront Director.