

POSITION: WATERFRONT DIRECTOR (Job Description)
RESPONSIBLE TO: EXECUTIVE DIRECTOR

JOB SUMMARY: The Waterfront Director is responsible for the overall safety and enjoyment of the waterfront by campers, staff and volunteers. The Waterfront Director supervises two Lifeguards, a Substitute Lifeguard and any Shadow Lifeguards; coordinates the schedule for waterfront activities in consultation with the Executive Director; oversees the use and maintenance of waterfront facilities and equipment; and provides leadership and instruction in uses of the waterfront to Lifeguards, campers, staff, and volunteers. The Waterfront Director is responsible for coordination and organization of all water oriented out trips from Camp Pringle. The Waterfront Director also acts as an on-duty Lifeguard, along with the other Waterfront Staff.

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: **(Moderate-High)** The Waterfront Director 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. The Waterfront Director must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

ACCOUNTABLE TO: Executive Director (and Property Manager with respect to Property and Program Coordinator with respect to program).

JOB RESPONSIBILITIES:

Safety

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

To implement the BUDDY SYSTEM or other monitoring system and ensure it runs effectively; to be certain that no one is at the waterfront without your knowledge and/or approval. If using a sign out system the Waterfront Director must ensure this is monitored properly so that it is immediately known if a camper is missing at the waterfront.

To know your role in all camp emergency procedures and in the operation of fire equipment, and be ready to help at all times. The Waterfront Staff is the emergency team which responds with the Medic to all medical emergencies.

To evaluate emergency procedures, updating them as required to ensure that the best possible plan of action is in force. Documentation of these procedures is essential.

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

Responsible for weekly in house rescue training workshops for lifeguards and shadow lifeguards. These may include other staff and campers as required to ensure all staff are prepared for a waterfront emergency.

Responsible for overseeing weekly and daily safety checks of waterfront and equipment. Any concerns must be corrected immediately or communicated to the Property Manager so that he can deal with it immediately.

Supervision of Staff and Volunteers

To train and supervise all waterfront staff in basic lifeguarding skills, search patterns, waterfront emergencies, instructional methods and special recreational events.

To supervise all waterfront personnel. This includes:

- scheduling hours, including breaks
- creating a team work atmosphere
- assigning daily responsibilities both on and off the waterfront
- ensuring that the staff are on time and working efficiently
- training all waterfront staff in all areas of waterfront function with the aim that each person could function as an off season lifeguard on their own
- varying the work of each summer staff
- evaluating each staff member at least twice during the summer
- doing continuous in-service and updating of skills
- dealing with conflict and/or disciplinary action in conjunction with the Executive Director

Mentor and provide training and feedback to shadow lifeguard volunteers.

To delegate responsibilities to staff and volunteers while they are leading campers in waterfront programs or activities.

Responsible for ensuring that the slide, diving board and wading area are all properly monitored at all times during swimming sessions. This can be delegated to non-waterfront staff, but must be communicated properly and a rotation schedule or other means to keep it fair developed.

To be prepared to assign additional responsibilities to the Waterfront Staff as required. This will include:

- leading in games, hikes, and rainy day activities.
- patrolling cabin row during leaders meetings and in the evenings.
- sleeping with and providing supervision to Crew/campers on occasion.
- accompanying campers on out-trips and over-night camping.
- taking a child to the hospital, etc.

Programming

To plan and implement progressive lesson plans for sailing, canoeing, kayaking and wind surfing, keeping in mind age and ability.

To assist the Executive Director and Program Coordinator with the programming of summer camps, particularly the waterfront component. In particular, to assist in the overall programming of the Watersport Adventure Camp.

To plan and coordinate beach activities when they are a planned activity, or as a windy weather alternative to boating. This may include setting up the volleyball net and being sure a ball is available, or removing the net and posts in order to run relay or other activities.

To ensure waterfront staff lead all canoeing, kayaking and sailing instruction. This may be done in cooperation with other staff, but is the responsibility of the Waterfront.

To plan and coordinate the Friday Beach Party, enlisting the help of other staff as necessary and being sure to communicate the activities to Cabin Leaders in advance so they are prepared to get wet or lead an activity as part of the event.

Teamwork

To act as a contributing member of the camp staff attending staff/volunteer meetings and assisting in administrative and recreational tasks when requested.

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

To actively participate and assist in whole camp activities, such as campfires, Greet the Day, vespers, mealtimes, games, welcoming campers on the 1st day, etc. Ensuring that all waterfront staff participate in either wide game or camp fire each night and that they participate in separate activities and alternate (for example one lifeguard at wide game and two at campfire one night and then switch for the next night).

Lead and motivate waterfront staff in their full participation in general 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.

In cooperation with the Photographer and Craft/Music Leader to be responsible for the inventory and sale of camp merchandise. This includes coordinating the set up of the tables, merchandise displays and system of sales. It also involves the accurate record keeping of each item sold by size and/or colour and the accurate recording of all monies/credit taken in payment. Sales records must match total monies recorded. The Waterfront Director is responsible for ensuring that all sales staff understand the record keeping and how to conduct a transaction. They are also responsible for ensuring optimum promotion and signage is present and accurate.

Overseeing Waterfront Equipment and Facilities

To be responsible for inventory control. Where repair is involved consult with the Property Manager or designated staff person.

To arrange with the Executive Director and Property Manager for all orders of new or replacement waterfront materials.

To ensure that the waterfront building is kept clean and tidy on a daily basis and that garbage cans, recycle bins and lost and found are taken to the upper portion of camp on a daily basis with garbage and recycling emptied and returned to the waterfront and lost and found put with the rest of the lost and found.

To ensure the boats and building are secure at night.

To ensure proper care, use and maintenance of equipment.

Respect for the Camp, Its Goals and Philosophy

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

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

To write a complete report at the end of the term of employment, including:

- evaluation of programs
- evaluation of staff
- recommendations
- final inventory

To take care of the camp property and ensure a safe and clean environment at all times. This includes ensuring a beach clean-up after free swim daily. This may require ending swim a little early and being sure to communicate to all staff that the campers need to clean the beach before heading up to get changed.

To participate in communal sharing of cleaning requirements including Branter.

To carry out other tasks assigned by the Executive 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, or as assigned by the Executive Director. 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 the Waterfront Director will be conducted at the end of the summer season by the Executive Director with the assistance of the Program Coordinator.

The Waterfront Director will assist the Executive Director with the mid-summer and end-of-season performance evaluations of all other waterfront staff. Weekly written evaluations of Shadow Guard staff will be required.