



JOB DESCRIPTION: WATERFRONT DIRECTOR

Responsible to: Camp Program Manager

Qualifications:

- Desire and commitment to work in outdoor ministry. This may extend to availability and interest to participate in on-going training opportunities.
- At least 18 years of age.
- Holds one of the following qualifications that has been obtained within two years of acting as a Waterfront Director:
 - **The Lifesaving Society National Lifeguard (NL) Certification or Canadian Red Cross Lifeguard Certification**
- **Has a minimum of 250 hours of direct experience specific to the duties**
- Ability to clearly explain and enforce waterfront rules and government regulations.
- Ability to exercise independent judgment.
- Physical stamina, good health and emotional stability.
- Current Standard First Aid and Basic Cardiac Life Support
- Able to provide a Criminal Reference Check

Responsibilities:

- Waterfront Director will play a key role in Safety for the Program Staff and Campers. Working with the Program Director to support a culture of reporting and dealing with any safety concerns identified in a timely manner
- Attend full training program provided by the camp prior to the camping season.
- Practice Christian principles in group decision-making, and help campers to do the same.
- Test swimming ability of all swimmers at the beginning of each camp session. Indicate their limitations in the aquatic program.
- Supervise lifeguard(s) and develop work schedule.
- Serve as lifeguard.
- Be on time and give full measure to work.
- Wear swimsuit, appropriate swim footwear and lifeguard identification shirt.

- Enforce waterfront regulations. Work with Program Director and/or Camp Manager in making any necessary changes in regulations.
- Consult with Program Director matters of concern.
- Explain rules to all groups before using the waterfront.
- Supervise scheduling of waterfront activities.
- Teach swimming and organize waterfront activities according to interest.
- Schedule and manage canoeing program.
- While on duty exercise complete authority over persons while they are at the waterfront (on beach and in the water).
- Instruct staff in emergency procedures on the waterfront, which includes:
 - Use of buddy board
 - Search and rescue of missing swimmer/boater
 - Use of spine/back board after accident
 - Location of emergency supplies and equipment
- Ensure that emergency equipment is accessible and in good working order.
- Maintain a well-stocked first aid kit.
- Ensure that all waterfront equipment (canoe, paddles, life jackets, docks, etc.) is ready for summer program.
- In case of incident/accident and/or injury take charge of the incident scene and ensure that the Nurse, Program Director and Camp Manager are notified and complete an incident/accident report form.
- When not performing waterfront duties he/she is expected to participate fully in the camp program in collaboration with the Program Director
- Participate in designated staff meetings.
- Cooperate with those in authority and with camp support staff.
- Abide by all camp policies and procedures, and guide campers to do the same.
- Perform other duties in coordination with the Program Director.
- Participate in all evaluations of the camp program by filling out an evaluation form and taking part in end-of-session evaluation meetings.
- Prepare written report for Program Director by the end of the summer program including an:
 - Evaluation of each lifeguard
 - Evaluation and recommendations of the waterfront program.
- Fill out the Red Cross swimming instruction report by the end of the summer program.