JOB DESCRIPTION: WATERFRONT DIRECTOR

Responsible to: Program Coordinator and Camp Manager

Qualifications:

1. Active membership in the Christian church.
2. Desire and commitment to serve God through a program of outdoor ministry. This may extend to availability and interest to participate in on-going training opportunities.
3. At least 18 years of age.
4. Hold one of the following qualifications that has been obtained within two years of acting as a Waterfront Director:
5. The National Lifeguard Service's registered certificate,
6. The Royal Life Saving Society's Canada Bronze Medallion and aquatic instructor's certificate.
7. Any of the other certificates listed in the Water Safety Regulations: R.R.O. 1990, Reg. 568, s. 34 #3
8. Ability to clearly explain and enforce waterfront rules and government regulations.

Responsibilities:

1. Attend full training program provided by the camp prior to the camping season.
2. Practice Christian principles in group decision-making, and help campers to do the same.
3. Test swimming ability of all swimmers at the beginning of each camp session. Indicate their limitations in the aquatic program.
4. Supervise lifeguard(s), and develop work schedule.
5. Serve as lifeguard.
6. Be on time and give full measure to work.
7. Wear swimsuit, appropriate swim footwear and lifeguard identification shirt.
8. Enforce waterfront regulations. Work with Program Coordinator and/or Camp Manager in making any necessary changes in regulations.
9. Report to Program Coordinator matters of concern.
10. Explain rules to all groups before using the waterfront.
11. Supervise scheduling of waterfront activities.
12. Teach swimming and organize waterfront activities according to interest.
13. Schedule and manage canoeing program.
14. While on duty exercise complete authority over persons while they are at the waterfront (on beach and in the water).
15. Instruct staff in emergency procedures on the waterfront, which includes:
16. Use of buddy board
17. Search and rescue of missing swimmer/boater
18. Use of spine/back board after accident
19. Location of emergency supplies and equipment
20. Ensure that emergency equipment is accessible and in good working order. Maintain a well-stocked first aid kit.
21. Ensure that all waterfront equipment (canoe, paddles, life jackets, docks, etc.) is ready for summer program.
22. In case of incident/accident and/or injury take charge of the incident scene and insure that the Nurse, Program Coordinator and Camp manager are notified and complete an incident/accident report form.
23. When not performing waterfront duties he/she is expected to participate fully in the camp program.
24. Participate in designated staff meetings.
25. Co-operate with those in authority and with camp support staff.
26. Abide by all camp policies and procedures, and guide campers to do the same.
27. Perform other duties assigned by the Program Coordinator.
28. Participate in all evaluations of the camp program by filling out an evaluation form and taking part in end-of-session evaluation meetings.
29. Prepare written report for Program Coordinator by the end of the summer program including an:
30. evaluation of each lifeguard
31. evaluation and recommendations of the waterfront program.
32. Fill out the Red Cross swimming instruction report by the end of the summer program.

*Revised November 2014*