

Camp McDougall Inc. -- Job Description – Waterfront Coordinator

1) Responsible to: Program Manager

2) Qualifications:

- Prior camp experience
- Minimum Age: 18
- Leadership and communication skills
- Ability to work with people of all ages
- Programming and organizational skills
- Canoeing experience an asset
- Current NLS, First Aid, and CPR certification with at least two years life guarding experience including direct waterfront experience, as well as a Pleasure Craft Operators License
- Current Vulnerable Persons Record Check – to be submitted one (1) week prior to commencement of employment
- *It is also recommended that the Waterfront Coordinator have Basic Canoeing Level 1 or higher.

3) Duties:

- Responsible for following all rules and regulations as outlined in the Staff Manual
- Responsible for knowing and following all regulations designed for safety of the Waterfront as outlined in Ontario Regulations 242/84 - Sec. 34, and OCA Standards pertaining to swimming and boating.
- Assists with the implementing of Counsellor Training
- Responsible for documenting and administering first aid to staff and campers as required
- Participate fully in all programs at camp when not conducting their own sessions
- Responsible for providing the Program Committee with a written outline of weekly activities with supply and equipment lists, prior to the start of Camp

7) Program Responsibilities:

- supervise all swim times

- plan, implement and supervise daily Waterfront sessions
- 8) Assist out-tripping staff with preparation for canoe trip
- 9) Responsible for maintaining and keeping a current inventory of all Waterfront equipment
- 10) Inspect the Waterfront daily and keeps Waterfront in a clean and safe operational condition
- 11) Responsible for supervising all Waterfront activities
- 12) Ensure that all Waterfront Rules and Safety Procedures are kept up to date and prominently posted
- 13) Keep a daily log

***** Additional duties may be assigned at the discretion of the Camp Director**