



**Job Title: Lifeguard and Waterfront Instructor**  
**Pioneer Ranch**  
**Rocky Mountain House**  
**(1 month position)**

**Purpose:** Assist in the oversight and planning of aquatic camp programs, providing supervision, safety and care for participants.

**Reports to:** Ranch Summer Director, Team Leader and Camp Directors

**Responsibilities:**

**Waterfront Coordinator Responsibilities:**

- Assist in the oversight and planning of aquatic camp programs
- Develop and implement daily waterfront activity camp programs alongside Supervisors
- Care for the guests, campers and staff participating in aquatic programs
- Supervise participants at waterfront activities
- Ensure that Lifeguards and Activity Leaders at waterfront understand, state, and enforce rules clearly
- Maintain the cleanliness of the waterfront areas
- Maintain the waterfront equipment, and equipment storage locations reporting when they need to be fixed or replaced to Maintenance Manager & Supervisors
- Report & record any incidents as outlined in the PCA orientation, in compliance with PCA policies
- Be an active participant in camp activities
- Be the Lifeguard for Waterfront Activities and share this duty with other qualified PCA staff as appropriate

**Assist in program implementation and evaluation:**

- Learn each area of program in order to lead safely in that area
- Excel in an area that you are interested and develop your skill and creativity in leading that area
- Take initiative in the learning process, ask questions, and understand own limits
- Be on time and ready for the beginning of an activity block

**Care and maintenance of program materials, equipment and supplies:**

- Ensure that equipment is in good working order in each area you lead
- Repair or report any equipment that is damaged or needing replacement
- Ensure that all equipment is returned to its storage space and secure
- Ensure that keys are returned to their storage place
- Learn to repair various program equipment as needed

Pioneer Camp Alberta – Pioneer Ranch  
Box 600, Rocky Mtn. House, AB, T4T 1A4  
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### General Duties:

- Clean up what you use: kitchen, dish room, laundry, common area, etc.
- As part of the team you will be expected to keep your accommodation clean
- Attend daily devotional/meeting time (Heb. 10: 24-25)
- Return tools or equipment you use to its proper storage place
- Assist in the summer camp out trip preparation (may include equipment repair, inventory and/or baking)
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Be willing to help in all program areas
- Strive to be a "team player" recognizing that it takes many people working together in humility to accomplish a goal (1 Cor. 12:12-27)
- Communicate with your supervisor regarding personal and professional needs and limits (time-off, concerns, illness etc.)
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

**NOTE:** You are expected to be involved in programming needs throughout June-August, however, due to the nature of camp, you may be asked to participate in other areas of camp such as out-trip packing, maintenance, kitchen duties, etc. as needs arise. It is expected that you will gracefully fill the position asked of you to the best of your ability (Col. 3:23).

### Job Specific Qualifications:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Must be a minimum of 18 years of age
- Current Waterfront instructor certificate (Issued by Paddle Canada or Paddle Alberta)
- Current NLS (lifeguarding) certification (or equivalent)
- Standard First Aid & CPR Training
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy
- Other relevant certifications (CHA, WFA, OCC, etc.) an asset

**\*Must be able to attend Waterfront Instructor course in April if you do not already have the training\***

**Length of Position:** July 30 - August 30, 2021

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