



Job Title: Lifeguard Instructor
Pioneer Lodge, Sundre
(2 month position)

Purpose: Assist in the instruction and oversight of aquatic camp programs, providing supervision, safety and care for participants in non-pool use times, assisting in other program facilitation and site care.

Overview: The Lifeguard Instructor will work with a team of program instructors and rotate through various program, maintenance, administrative, and cabin leading (summer only) responsibilities. Depending on interests and strengths of each program instructor, they may focus on a certain area of responsibility.

Reports to: Lodge Site Manager, Team Leader, Lodge Summer Director, and Weekly Camp Directors

Responsibilities:

Head Lifeguard Duties:

- Assist in the instruction and oversight of aquatic camp programs
- Develop and implement daily waterfront activity camp programs
- Care for the campers and Staff participating in aquatic programs
- Supervise participants at all waterfront activities
- Ensure rules and regulations are clearly stated and announced prior to entering the waterfront activity area and enforced
- Maintain the cleanliness of the waterfront areas
- Maintain the pool and pond equipment, reporting when it needs to be fixed or replaced to Lodge Site Manager and Lodge Summer Director
- Record and Report incidents
- Be an active participants in camp activities

Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program in order to lead safely in that area
 - Excel in an area of focus 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 each activity block, group activity, staff activity or staff meeting

Pioneer Camp Alberta – Pioneer Lodge
Box 660, Sundre, AB, T0M 1X0
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Lifeguard Instructor Job Description, Pioneer Lodge, 2 month position 2020



- 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

Cabin Leading/Group Leader Duties:

- Providing care and supervision for child ages 5-12 for the duration of a camp session when staffing needs require

Maintenance Duties:

- Assist the Site Manager with basic site maintenance and seasonal projects:
 - Routine housekeeping of buildings and group use areas
 - Routine landscaping
 - Season Specific Projects (example: lawn mowing, clearing deadfall, etc.)

Administrative Duties:

- Assist the Office Registrar with basic administrative tasks:
 - Assist in the registration and sign in/sign out process during summer camps
 - Assist in basic office tasks (data entry, answering phone calls, etc.)
 - Assist in the running of the Tuck Shop (example: restocking candy bags)

General Duties (related to being part of the Summer Program Team):

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Be prepared and on time for duties, group activities and meetings
- To be an active participant in leadership and skill development opportunities
- Be willing and able to step in serving at meal times and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Be willing and able to lead evening program and campfires throughout the summer
- Be willing and able to step in as a cabin leader throughout the summer



Requirements:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

Job Specific Qualifications:

- Must be a minimum of 18 years of age
- Lifeguards must hold a current NLS certification or equivalent Canadian standard
- Standard First Aid Certification or equivalent and CPR

Length of Position: June 26 - August 30, 2020

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