



**Job Title: Lifeguard and Waterfront Instructor**  
**Pioneer Ranch**  
**Rocky Mountain House**  
**(4-Month Position)**

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

**Overview:** The Waterfront Instructor will work with a team of program instructors and rotate through various program, maintenance, and administrative tasks.

**Reports to:** Head Program Instructor, Ranch Program Director

**Responsibilities:**

**Waterfront Responsibilities:**

- Assist in the oversight and planning of aquatic camp programs
- Develop and implement daily waterfront activity camp programs alongside program instructors
- Care for the guests, campers and staff participating in aquatic programs
- Supervise participants at waterfront activities
- Ensure that 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 to supervisors when equipment needs to be fixed or replaced.
- Report & record any incidents as outlined in the Pioneer orientation, in compliance with Pioneer policies
- Be an active participant in camp activities
- Be the lifeguard for waterfront activities and share this duty with other qualified Pioneer 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



### General Duties:

- 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 that equipment is in good working order in each area you lead
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Ensure that keys are returned to their storage place
- Learn to repair various program equipment as needed and report missing/damaged equipment to supervisor
- Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Be an active participant in leadership and skill development opportunities including learning to lead in other program areas
- Take initiative in the learning process, ask questions, and understand own limits
- Be willing and able to step in serving at mealtimes 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 throughout the season
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season; may include landscaping, facility cleaning and housekeeping, lawn mowing, clearing deadfall and chopping/stocking firewood.
- Be willing and able to lead evening program and campfires throughout the season as assigned
- 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, cabin leading, etc. as needs arise. It is expected that you will gracefully fill the position asked of you to the best of your ability



**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 before start date if you do not already have the training\***

**Length of Position:** *4 months:* May 1 - August 31, 2023