



**Job Title: Waterfront Instructor**  
**Pioneer Lodge**  
**Sundre**  
**(3 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, 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 Summer Director, Lodge Site Manager, and Weekly Camp Directors

**Responsibilities:**

**Waterfront Instructor Duties:**

- Assist in the oversight and planning of aquatic camp programs
- Develop and implement daily waterfront activity camp programs alongside Weekly Camp Directors and the Lodge Summer Director
- Care for the guests, campers and staff participating in aquatic programs
- Supervise participants at waterfront activities
- Ensure that Lifeguards and Activity Leaders at pool or pond understand, state, and enforce rules clearly
- Maintain the cleanliness of the pool and pond areas
- Maintain the waterfront equipment, and equipment storage locations reporting when they need to be fixed or replaced to Lodge Site Manager & Lodge Summer Director
- Report & Record any incidents as outlined in the Pioneer Camp orientation, in compliance with Pioneer Camp policies
- Be an active participant 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  
P: (403)638-2660

[lodgeinfo@pioneer camps.ab.ca](mailto:lodgeinfo@pioneer camps.ab.ca) / [www.pioneer camps.ab.ca](http://www.pioneer camps.ab.ca)

Waterfront Instructor Job Description, Pioneer Lodge, 3 month position 2021



- Assist in the 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 (Summer Only) 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 Spring Program and Summer Teams):**

- 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 throughout the season
- 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 season
- Be willing and able to step in as a cabin leader throughout the summer
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

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**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
- Current Waterfront instructor certificate (Issued by Paddle Canada or Paddle Alberta)
- Current NLS (lifeguarding) certification (or equivalent) an asset
- Standard First Aid & CPR Training
- Other relevant certifications (CHA, WFA, NLS, 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:** June 1 – August 30, 2021