



Job Title: Waterfront Coordinator
Pioneer Lodge, Sundre
(4 month position @ minimum wage)

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

Reports to: Lodge Summer Director, Lodge Maintenance Manager, 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 Camp Directors and the Lodge Summer Director
- Care for the 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 Maintenance 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

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.

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Waterfront Coordinator Job Description, Pioneer Lodge 4 month position



Responsibilities 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 as a cabin leader throughout the summer

Requirements:

- Current full-time student and returning if receiving Canada Summer Jobs grant
- 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: April 29 – August 30, 2018