



**Job Title: Waterfront Coordinator**  
**Pioneer Lodge, Sundre**  
**(4 month position)**

**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.

Pioneer Camp Alberta – Pioneer Lodge  
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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

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