



**Job Title: Waterfront Coordinator – 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.

Reports to: Ranch Summer Director, Team Leader 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 Supervisors
- Care for the campers and staff participating in aquatic programs
- Supervise participants at waterfront activities
- Ensure that Lifeguards and 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 when they need to be fixed or replaced to Maintenance Manager & Supervisors
- Report & record any incidents as outlined in the APC orientation, in compliance with APC policies
- Be an active participant in camp activities
- Be the Lifeguard for Waterfront Activities and share this duty with other qualified APC 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.



Responsibilities related to being part of the Spring 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

NOTE: You are expected to be involved in waterfront programming need throughout May-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, etc. as needs arise. It is expected that you will gracefully fill the position asked of you to the best of your ability.

Requirements:

- Current full-time student and returning if receiving Canada job grants
- 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)
- Standard First Aid & CPR Training
- Other relevant certifications (CHA, WFA, 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 28 - August 30, 2018