



Waterfront Coordinator

Job Title:	<i>Waterfront Coordinator</i>
Job Duration:	<i>June 20, 2022 to August 29, 2022</i>
Job Hours:	<i>Full-time / Overnight Camp Hours (40hr / week)</i>
Reports To:	<i>Summer Camp and Outdoor Education Director</i>
Application Deadlines	<ul style="list-style-type: none">• <i>Open Until Filled</i>

Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia.

The Waterfront Director provides the expertise, experience and skills required for the operation, supervision, and safety of the waterfront. The Waterfront Director will work with the Rover's, overnight and Belcarra Coordinators to provide support in the day-to-day operation and management of camp as needed outside of the waterfront. All staff are expected to help outside of their regular roles for fun events like talent shows, skit nights, campfires, and other super fun group activities: however, it is recognized that a full day on the docks requires rest and not all evening activities can be attended.

The waterfront is the beating heart of any summer camp and one of the most amazing places to spend a summer working with and teaching children. Skills of a strong Coordinator are enthusiasm, creativity in youth programming, independence, genuine care for others and strong work ethic. All camp staff should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed.

Summer Camp 2022 Training

- Coordinator training
- Summer staff training
- Ropes course Training
- Policy and procedure training
- RCABC course days



General Responsibilities

1. Manage all program and waterfront instructor operations at the waterfront. Ensuring high level of programming and safety at all time.
2. In collaboration with the Summer Camp and Outdoor Education Director and the Associate Coordinators:
 - Plan and deliver required staff training components
 - Pro-actively identify and solve problems and areas of concern for staff, campers and volunteers
3. In collaboration with the Associate Coordinators:
 - Actively participate in planning and delivering summer staff training
 - Greet and welcome all campers, staff and volunteers each day at the waterfront
 - Relieve counselors as required in evenings
 - Remain visible and accessible to staff and campers
 - Contribute to weekly staff meetings re: leadership, camper concerns, volunteer-support etc.
3. Meet daily with Associate Coordinators and Summer Camp and Outdoor Education Director to discuss and evaluate the success of camping programs
4. Adhere to and support all camp policies and procedures as detailed in the Staff Manual
5. Report all accidents/incidents to the Executive Director/Summer Camp and Outdoor Education Director
6. Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers

Duties and Responsibilities

Staff Training

- In collaboration with the Coordinators, plan and deliver required staff training components to Group Leaders
- To participate in 100% of pre-season staff training
- To know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply could result in discipline including dismissal.)



Supervision and Direction

- Provide leadership and role modeling to staff
- Provide leadership in case of waterfront emergencies
- Supervise program staff designated to the waterfront (lifeguards, canoe instructors, program staff)
- Manage weekly schedules
- Conduct one-on-one staff appraisals (in attendance with Summer Camp and Outdoor Education Director) and provide written evaluations
- In collaboration with Wellness Coordinator, coordinate volunteer schedules and conduct volunteer appraisals
- Consult with parents when required
- Protect the assets of Sasamat Outdoor Centre through proper instruction and use. Specifically, the Waterfront Director will ensure all boats and equipment are maintained, clean, and in good working order
- Provide a written end-of-season report detailing specific observations, general recommendations and an inventory of waterfront equipment

Risk Management

- Implement and maintain risk management systems in keeping with camping industry best practices and provincial regulations
- Conduct a daily inspection of waterfront emergency equipment to ensure all is in place and good order
- Conduct a daily inspection of waterfront area to ensure it is free of hazards
- Ensure Sasamat Outdoor Centre waterfront policies are being followed

Program Development

- To develop early morning “Polar Bear” dip option for campers
- To develop overnight camper’s evening swim programs

Camper Group Leadership

- Act as Lifeguard

Other Duties

- The Waterfront Director may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members in fulfilling objectives that may not be specific to this position



Qualifications

Education

- Post secondary education

Specialized Knowledge and Certification

- Current Standard First Aid and CPR-C
- Current NLS (National Lifeguarding Service Pool) + NLS (National Lifeguarding Service Waterpark) preferred.,
- Small Boat Operators' certification
- Current RCA BC Advanced Solo/Tandem Canoe certification
- Leadership experience in planning, implementing, and coordination of recreational camp programs for school age children

Additional qualifications considered an asset

- NLS (Waterfront)
- Valid Class 4 driver's license

Skills

- Strong interpersonal and communication skills
- Ability to work independently, exercise initiative, and communicate effectively with supervisor
- Strong organizational ability
- Supervisory and management skill and experience
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to supervise peers of a close age
- Ability to observe and assess camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Enthusiasm, sense of humour, patience, self-control

Experience

- Prior experience in a pool or camp waterfront setting
- Prior canoeing or kayaking experience

Self Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

Working Conditions

- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend work



Physical Requirements

- Physical ability to provide rescue to swimmers and boaters in emergency situations

Direct and Indirect Reports (supervision and leadership of)

- 2-3 Lifeguards

COVID-19 Policies and Procedures

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at www.sasamat.org.

Signature: _____

Date: _____