



Job Description Program Coordinator (Waterfront)

Candidates in this position are expected to demonstrate good work ethic, dependability and leadership experience. The Waterfront Coordinator is responsible for managing the team of lifeguards to ensure safety and security of all campers, staff, and volunteers throughout swimming and boating activities. Additionally, the waterfront coordinator is expected to assist with scheduling and animating program activities for all camper groups. This position requires high levels of energy, an out-going personality, as well as willingness to work with clientele of all ages and abilities. The Waterfront coordinator must be able to clearly communicate directives to all age groups, as well assertively and consistently enforce waterfront safety policies, while being mindful of our camper populations.

Pre-requisites

- Minimum 18 years old
- Nationals certification (pool or beachfront)
- Pass police background check
- Camp experience or equivalent volunteer/community involvement

Terms of employment

- Report to camp director
- Full time, live on-site, 9 - 10 weeks starting mid June, starting salary \$ 350.00/week
- Required to participate in pre-camp meetings and training session (dates to be determined)
- One day off per week (24 hours), room and board included.

Responsibilities

1. Primary Job Functions:
 - a. Provide leadership to the waterfront team
 - b. Daily upkeep of first aid kits and supplies
 - c. Present waterfront rules and skits on arrival day
 - d. Coordinate buddy system for campers during youth camps
 - e. Lifeguarding and supervision of all waterfront activities, including boating
 - f. Ensure all campers, volunteers and staff are safe and following all waterfront rules
 - g. Provide first aid care, as needed
 - h. Support program activities
 - i. Coordinate schedules and days off for the waterfront team
 - j. Report and record incidents pertaining to the beachfront
 - k. Report and record maintenance needs specific to waterfront and equipment

2. General Camp Leadership:

At all times you are an ambassador of Camp Kinkora and its values of community service and leadership. We maintain a high standard of expectation that all employees will;

 - a. Be a positive role model to campers, volunteers and staff
 - b. Total presence at all meals and staff meeting
 - c. Stay emotionally and physically healthy for the duration of the contract
 - d. Respect nightly curfew of 12:00 am (with the exception of the eve of your scheduled day off)
 - e. Assist with / participate in all camp events and programs as needed
 - f. Participate in any tasks deemed necessary to the safe and fun functioning of the camp
 - g. Use of cellphones, computers, video players for your personal use, is strictly limited to your free time/breaks and must not be used in the vicinity of campers.