



# Camp Kwasind

## SUMMER 2024 JOB DESCRIPTION

### **POSITION: Assistant Director – Waterfront and Health and Safety**

#### **Purpose and Scope**

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks to develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out those on route to Jesus as we live as a community of faith.

The 'Assistant Director – Waterfront and Health and Safety' is focused on the successful oversight of all waterfront activity and management of the waterfront staff while giving leadership support to overall success of camp management and programming with LIT and LEAP. They will provide support to the Managing Director of Camp Kwasind as they serve as part of the Leadership Team. They will report to the Managing Director. This is a seasonal summer camp contract position.

#### **Qualifications:**

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Be a minimum of 19 years of age.
- Have valid and current certification in:
  - NLS and Instructor's qualifications
  - First Aid and CPR
  - Watercraft operator card
- Having a boating operation / instruction qualifications (ORCA, sailing, etc.) is an asset.
- Having recreational leadership experience (other than waterfront) is an asset.

#### **OVERALL RESPONSIBILITIES:**

- Attend and participate in Camp Orientation at the beginning of the camping season.
- Attend workshops, seminars and training pertaining to the position as requested.
- Know the aims and objectives of Camp Kwasind.
- Collaborate with the Executive Director to plan and schedule camp activities & themes.
- Work with the Program Director to go over the daily camp schedules.
- Support the Program Director and Assistant Director (Program) in their daily operation of their duties and work.
- Support the Assistant Director (Logistics & Staff Support) and Program Director in ensuring the effective scheduling and programming of Summer Camps, L.I.T. & L.E.A.P. all working together on the same property at the same time.

- Assist camp personnel committee in recommending people for recruitment to the camp staff team.
- Promote the rules and regulations of the camp.
- Ensure that the program and staff support reflect Camp Kwasind as a Christian camp in all aspects.
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind.
- Be directly accountable to the Managing Camp Director.
- Meet on a regular basis with the 'L-Team' to discuss any schedule or program changes.
- Provide the Managing Camp Director with a department report at the beginning, mid-summer and at the end of the season. This report will include the progress of planned activities, successes, challenges, needs, and will also include evaluations of those who reported to you.

### **HEALTH & SAFETY RESPONSIBILITIES**

- In cooperation with the Managing Director establish and train staff to instruct water-based programs including boating and swimming as well as overseeing emergency procedures.
- Assess all waterfront activities on an ongoing basis for safety and security of all campers, staff, and participants. Deal immediately with any safety concerns.
- Connect with the camp nurse at the start of each week and ensure they are aware of all rules, emergency procedures, and location of key elements.
- Provide healthcare coordination and support when nurses are not onsite.
- Consult with the Managing Director, Healthcare Coordinator and Nurse on health issues related to camp overall or specific camper or staff.
- Consults with the Managing Director to ensure the adherence to all Risk Management protocols.

### **WATERFRONT RESPONSIBILITIES**

- Actively engage all camp staff and campers in the various elements of the water program.
- Order necessary supplies for any instructional programs that will be offered during the summer.
- Ensure that there is equipment on-site to facilitate the offered activities and that this equipment is in good repair and safe for use.
- Ensure that all on-site equipment (life jackets, boats, paddles, recreational equipment) is in good repair and maintained throughout the season.
- In conjunction with the Managing Director, set up recreational areas of the camp and maintain them in good repair throughout the season. These areas include, but are not limited to, checking on and/or setting up of:
  - All canoes, sailboats, paddle boats, windsurfers, motorboats, kayaks
  - Docks, floating docks, dock access barriers, buddy boards and boating boards
  - The Lifeguard box & lifesaving equipment, diving board, buoy lines etc.
  - Check of island dock and island safety conditions
  - Beach front areas - clean, rake, cut weeds, trim adjacent underbrush, hang clotheslines, benches, and seating

- In conjunction with the Managing Director, review and revise as required, the camp emergency procedures. Assign the emergency procedure duties to the members of the staff and ensure that they understand what is expected of them in the case of an emergency. Review roles at weekly staff meeting.
- Orient campers at each camp session to the waterfront rules, and to the emergency procedures.
- In conjunction with the Executive Director, conduct periodic emergency “drills” to evaluate established procedures.
- Attend daily on-site meetings.
- Ensure that there are sufficiently qualified personnel available for the daily operation of the waterfront program. This includes but is not limited to:
  - Life guarding for open swim sessions
  - Life guarding for morning dip
  - Providing qualified swimming instructors for swimming and snorkeling electives
  - Providing qualified instructors or supervisors for all boating sessions and instruction
  - In support of the Assistant Director – Program, support program team’s organization and operation of recreational activities including baseball, volleyball, wide games, special program-oriented events etc.
- Maintain waterfront and beach area on a daily / ongoing basis including:
  - Tidy up each evening - pickup garbage, take left items to lost and found, return all equipment to appropriate racks
  - Ensure waterfront staff rake sand on the beach, clean out debris at water’s edge
  - Ensure boats are properly put away and secured at night and motorboat is covered and secured
  - Maintain all recreational equipment and that all equipment is properly put away each day
- Make repairs as needed. Notify the Managing Camp Director and/or Head of Maintenance of any needed repairs so that repairs or replacements can be done in a timely manner.
- Report all safety concerns and/or incidents immediately to the Executive Director.
- Assist the Out Tripping Coordinator and L.E.A.P. & L.I.T. Director.
- Provide leadership to First Aid Training for L.I.T. campers.
- Provide a written end of summer evaluation of the Waterfront Coordinator, Assistant Head of Waterfront, and the Waterfront Program Assistants.
- Schedule all waterfront staff with daily tasks and assignments.
- Ensure that Waterfront Staff and the Assistant Head of Waterfront/Program work to so that Camp Kwasind is run as a Christian camp.
- Provide the Executive Director with a department report at the beginning, mid-season and at the end of the season including progress, program updates, staff concerns, and an inventory and status of all waterfront equipment.
- Serve as a ‘Cabin Buddy’ where you will assist in spiritual conversations, prayers for campers and cabin staff, and being a model of Christian living to those campers in that cabin.
- Work with the Managing Director in the non-summer months to provide energy and leadership in at least one of the following areas: Online Oasis, in person Oasis,

Staff Christmas Party, Spring and Fall work parties, Camp in April, Winter staff retreat weekend. Sign up during training week.

- Doing "Rounds" 1-2 times a week 10:30pm-12am. Make sure the camp is safe and quiet, as well as ensure the lights/equipment are off, at night
- Other duties as assigned by the Managing Director.

**ACCOUNTABILITY:**

- This position is directly accountable to the Managing Camp Director