HEAD OF WATERFRONT AND HEALTH AND SAFETY

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Summer Camp Manager
Period: Mid-June for Staff Training through to end of Summer Camp Weeks (exact dates set in contract)
Honorarium: $300/ week (plus room & board)

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 Head of Waterfront is focused on the successful oversight of all waterfront activity and management of the waterfront staff, medical staff and while giving leadership support to overall success of camp management and response to health and safety. They will provide support to the Camp Director of Camp Kwasind as they serve as part of the Leadership Team. They will report to the Summer Camp Manager. 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 20 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 qualification (ORCA, sailing, etc.) is an asset.
- Having recreational leadership experience (other than waterfront) is an asset.

Overall Responsibilities:

- Attend and participate in Staff Orientation Weekend, Sr. Staff Training and All Staff training 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.
- Ensure staff, volunteers, nurses and guests are aware of emergency procedures

- Train and manage staff on emergency procedures and roles,
- Train and support alongside the Kwasind Healthcare Coordinator, the weekly onsite medical personnel in any medical emergencies as needed, in the understanding of Kwasind protocol and procedures, and the ensuring of proper tracking and recording of medical issues
- Collaborate with the Head of Program in the implementation of scheduled camp activities and themes with priority of ensuring that what is happening is following Risk Management procedures and the safety of campers, staff and guests
- Work with the Head of Program to go over the daily camp schedules.
- Work with the Head of Logistics/Staff Support, Head of Program and Specialty Programs 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 the Y-Team in recommending people for recruitment to the camp staff team.
- Promote the rules and regulations of the camp.
- Ensure that the waterfront 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 Summer Camp Manager
- Meet daily with the 'L-Team' to discuss any schedule or program changes.
- Provide the Summer Camp Manager 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 Summer Camp Manager 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 the 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 medical personnel are not onsite.
- Consult with the Summer Camp Manager, Healthcare Coordinator and Nurse on health issues related to camp overall or specific camper or staff.
- Consults with the Summer Camp Manager to ensure adherence to all Risk Management protocols.
- Management of the allocation of Emergency Procedures Roles and serve alongside and advising the Executive Director as part of the Emergency Response team

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 activities offered 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 Summer Camp 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 Summer Camp Manager, 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.
- Provide overall management, care and direction of all waterfront staff while ensuring they receive ongoing training, check-ins, and resources to thrive in their role
- Ensure that the waterfront is being maximized in its usage and work with the Head of Program to ensure that campers are having opportunity to access all the elements that the waterfront has to offer.
- Support the Waterfront Coordinator in the organization and management of personnel and ensure that they are updated on information from L-team meetings about scheduling changes and or program needs in a timely fashion.
- Make repairs as needed. Notify the Summer Camp Manager and/or Head of Maintenance of any repairs needed so that repairs or replacements can be done in a timely manner.
- Report all safety concerns and/or incidents immediately to the Executive Director.
- Provide a written end-of-summer evaluation of the Waterfront Coordinator.
- Ensure that Waterfront team is both supported and encouraged as they work hard and efficiently to work hard and efficiently to give campers memorable waterfront experiences
- Provide the Summer Camp Director with a department report at the beginning, mid-season and at the end of the season including progress, program updates, staff concerns, and 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.
- Collaborate with the Camp Director in the non-summer months to provide energy and leadership in at least one of the following areas: 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 Summer Camp Manager.

Your Support

- Summer Camp Manager – They will support and mentor you during your time at Kwasind with 1 on 1’s, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.