WATERFRONT COORDINATOR ASSISTANT

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Waterfront Coordinator
Period: Staff Training in June - July & August (exact dates set in contract)
Honorarium: $225/ week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops and nurtures 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 to those on route to Jesus as we live as a community of faith.

The Waterfront Coordinator Assistant is to focus on the support of the waterfront leadership, waterfront team, assist in the day-to-day management of the waterfront, boating & equipment care & beach cleanliness. They are also to be actively involved in camp program elements, prioritizing the safety of the campers at the waterfront and ensuring the waterfront is clean, safe, and equipment is well taken care of. They will report to and provide support to the Waterfront Coordinator as they serve as part of the Waterfront Action Team. This is a seasonal summer camp 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 leadership experience and training in swimming – preferably with instructor's certification.
- Valid NLS, First Aid and CPR certificates (Required).
- Have experience working with children and young people.
- A valid boat operators license (Required).

General Responsibilities:

- Attend and participate in May Staff orientation weekend, senior staff training, and all staff training at the beginning of the camping season.
- Attend workshops, seminars and training pertaining to your position as requested.
- Attend all staff meetings, trainings, and staff bible studies
- Advocate for and know Camp Kwasind's goals and mission and focus on your spiritual growth through a local church and/or mentorship.

Specific Responsibilities:

- Assist in ensuring the successful and long-term care and use of Kwasind's waterfront resources and areas including inflatables, docks, paddles, life-jackets boats and jumping rafts.
- Prioritized safety on the waterfront and ensure all risk management policies / procedures are followed.
- Assist as requested to do daily checks and make records of all equipment, boats, and waterfront supplies.
- Manage the beach and that it is prepared (i.e. raked, cleaned, and organized) for the start of every session or new group.
- On the Waterfront Coordinator's Day off - 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 swimming sessions
    - Life guarding for morning dip
    - Providing qualified swimming instructors for waterfront electives
    - Providing qualified instructors or supervisors for all boating sessions, free time, inflatable options and instruction
    - In support of the Head of Program – attending and involvement with program, support program team's organization and operation of recreational activities including electives, wide games, special program-oriented events etc.
- Assist in the daily waterfront and beach area / ongoing basis including:
    - Tidy up each evening - pick up 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
- Build connections with campers and incorporate themes into your area of activity and intentionally sit with them during vespers, campfire and meals and ensure the other waterfront staff are doing the same
- Under the direction of the Head of Waterfront & Waterfront Coordinator, conduct the daily tasks involved in the camp program and serve as Waterfront Coordinator on that person's day off.
- Lifeguard for any necessary waterfront activities, swim checks, electives, choose-your-own adventures, lake swims, and island adventures/overnights.
- Identify needs and perform the required maintenance and upkeep of equipment for all program areas as required.
- Be available to support the Head of Program as part of theme activities, skits, and wide-games, campfire, snack set up and ensure the development of positive staff relationships and ensure the rest of the waterfront is actively involved in camp program.
- 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.
- Doing "Security Rounds" 1-2 times a week 10:30pm-12am. Make sure the camp is safe and quiet, and lights/equipment are off.
- Attend all staff meetings, trainings, and staff bible study/faith practice and weekly chapels
- Active participation in Campfires, Vespers, Camper chapel, Camp Wide-games, and other programmatic elements as is requested and that is possible with this role
- Other duties as assigned by the Head of Waterfront or the Waterfront Coordinator

Additional Responsibilities

- Provide insights to Head of Waterfront in preparation for mid and end of summer evaluations of the Waterfront Experience and Team.

Your Support

- Waterfront Coordinator – 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.