WATERFRONT COORDINATOR

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Waterfront
Period: Staff Training in June - July & August (exact dates set in contract)
Honorarium: $250/ 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 is to be focused on the support of the waterfront team, oversight of the waterfront & beach management, and upkeep of all boating and waterfront specific equipment. They are also to be actively involved in leading waterfront team 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 Head of Waterfront 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:

- Manage and ensure the long-term care and use of Kwasind's waterfront resources and areas including inflatables, docks, paddles, life-jackets boats and jumping raft.
- Submit any requests for supplies for swimming and boating programs as required to the Head of Waterfront for approval.
- Prioritized safety on the waterfront and ensure all risk management policies/procedures are followed.
- Do daily checks and make records of all equipment, boats, and waterfront supplies.
- Ensure the beach is prepared (i.e. raked, cleaned, and organized) for the start of every session or new group.
- Check with the Head of Maintenance to ensure that gas is available for the boat and keep a record of how many litres of gas is used throughout the summer.
- 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 baseball, volleyball, wide games, special program-oriented events etc.
- Maintain waterfront and beach area on a daily / 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
- Ensure the waterfront team keeps the beach and beach hut kept clean throughout the day, including boats, paddles and toys are put away in appropriate places.
- 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 conduct the daily tasks involved in the camp program and serve as Head of Waterfront during Head of Waterfront'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.
- Work with the Summer Camp Manager 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, Winter staff retreat weekend.

- Doing “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

Additional Responsibilities

- Support the Head of Waterfront in their mid and end of summer evaluation of the Waterfront Experience and Team.
- Schedule all waterfront staff with daily tasks and assignments.
- Provide regular one-on-one meeting times with each lifeguard to provide encouragement, feedback and staff check-ins.

Your Support

- Head of Waterfront – 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.