

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: Waterfront Program Leader

Reports to: Assistant Director, Programs

JOB SUMMARY

Work in conjunction with the Waterfront team to plan, coordinate and facilitate instructional and recreational Aquatics programs for groups of campers. Ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. Assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision. Work as part of the overall staff team by participating in the planning and implementation of special, camp-wide theme programs and activities. Adhere to and interpret to other staff the policies, practices and procedures of Camp Towhee and to act as a positive role model at all times

DUTIES AND RESPONSIBILITIES

Program Design and Development

Work in conjunction with the Directors and other Aquatics Program Leaders to plan, organize and facilitate programs for campers that are:

- safe (emotionally and physically)
- Red Cross/Life Saving Society accredited (where applicable)
- fun and varied
- skill development focused
- age and developmental stage appropriate
- sensitive to the needs and abilities of campers
- evaluated thoroughly by campers and staff before repetition
- appropriately documented on camp forms and Red Cross/Royal Lifesaving Society forms as required

Ensure that all programs in which campers are participating:

- meet the goals and objectives of the overall program
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership

Program Organization, Facilitation and Safety

- Act as a resource and support for campers, and be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries
- Ensure all programs are pre-planned, based on clearly articulated and realistic objectives
- Ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the Assistant Director in a timely manner for review and approval
- Ensure that all campers and staff are aware of and abide by waterfront safety guidelines and policies
- Check equipment for safety and cleanliness
- Provide direct leadership during waterfront activities
- Encourage and motivate campers to participate in lessons and activities that are creative and age appropriate
- Responding to all emergencies or potential emergencies in a calm, professional and appropriate manner within the policies and guidelines of the camp and the scope of professional training

Supervision and Teamwork

- Receive supervision and support by meeting regularly with the Assistant Director for feedback and to review daily program plans

- Act on feedback received in a timely and professional way
- Seek out direction from your supervisor whenever you are unsure or unclear about anything
- Participating actively on the Program Team, giving input and suggestions and problem solving

Participation

- Assist and support in other areas of the camp as required including supervision of campers during meal times, evening programs, bedtime routines and night supervision
- Adhere to and interpret to other staff all camp policies acting as a positive role model at all times
- Assisting in the overall camp program by sharing ideas, giving leadership when required, and completing all duties as assigned
- Assist in developing and implementing special camp-wide programs, including theme days, theme meals and staff socials as required

Documentation and Other Duties

- Complete all forms and reports accurately, and within the guidelines of the camp. This includes incident reports, staff evaluations, and program evaluations, aquatics certifications and requisition forms, as well as contributing to a detailed program report and final inventory, handed in to the Camp Director prior to the end of the summer.
- Ensure that the Assistant Director is informed immediately of any/all necessary or potential Children's Aid Society reports. The Staff Member must make the official report to CAS.
- Perform all other related duties as assigned by the Camp Directors