

# **CAMP TOWHEE**

## **SUMMER STAFF JOB DESCRIPTION**

**POSITION: Waterfront Program Leader (Lifeguard/Instructor)**

**REPORTS TO: Waterfront Program Supervisor**

### **JOB SUMMARY**

To work in conjunction with the Waterfront Supervisor and other Waterfront Program Leaders to plan, coordinate and facilitate instructional and recreational Aquatics programs for groups of campers. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. To 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. To work as part of the overall staff team by participating in the planning and implementation of special, camp-wide theme programs and activities. To 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**

#### **1) PROGRAM DESIGN AND DEVELOPMENT**

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

- are safe (emotionally and physically)
- are Red Cross/Life Saving Society accredited (where applicable)
- are fun
- are skill development focused
- are age appropriate
- are sensitive to the needs and abilities of campers
- are varied
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership
- are evaluated thoroughly by campers and staff before repetition
- are meeting the goals and objectives of the overall program
- are appropriately documented on camp forms and Red Cross/Royal Lifesaving Society forms as required

#### **2) PROGRAM ORGANIZATION AND FACILITATION**

- 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 Waterfront Director in a timely manner for review and approval

## **Waterfront Program Leader Cont'd.**

### **3) PROGRAM SAFETY**

To be responsible for groups of campers participating in the Aquatics Program by:

- ensuring that all campers and staff are aware of and abide by waterfront safety guidelines and policies
- checking equipment for safety and cleanliness
- providing direct leadership during waterfront activities
- encouraging and motivating 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

### **4) SUPERVISION**

Receive supervision and support by:

- meeting regularly with the Waterfront Supervisor for feedback and to review daily program plans
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- being an active member of the Program Team, giving input and suggestions and problem solving

### **5) DOCUMENTATION**

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 to be written by the Waterfront Supervisor, and handed in to the Camp Director prior to the end of the summer.

### **6) CAMPER SUPPORT**

To act as a resource and support, and to be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries.

**7) Participate fully** as part of the Aquatics Program Team and part of the overall staff team by:

- meeting daily with the Waterfront Supervisor for feedback and to review daily program plans
- assisting and supporting in other areas of the camp as required including supervision of campers during meal times, evening programs, bedtime routines and night supervision
- adhering to and interpreting 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.

### **8) OTHER RELATED DUTIES**

assist in developing and implementing special camp-wide programs, including theme days, theme meals and staff socials as required

Perform all other related duties as assigned by the Waterfront Supervisor or Camp Directors.