

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Waterfront Program Supervisor

REPORTS TO: Camp Director

POSITIONS SUPERVISED: Waterfront Program Leaders (Lifeguard/Instructors)

JOB SUMMARY

To oversee the safety of the waterfront, as well as the planning, coordination and implementation of all instructional and recreational aquatics programming at Camp Towhee. To ensure that all aquatic programs and activities are designed and facilitated to meet the needs and abilities of campers. To supervise, evaluate, and support the Lifeguard Instructors, and ensure that they have a clear understanding of all waterfront policies and emergency procedures. To organize and coordinate the lifeguarding teams, as well as the waterfront emergency search team, and to plan and implement practice sessions and drills for staff members involved. To work as part of the overall Program Team to design, develop, and implement camp-wide theme programs that encourage positive interactions among campers and staff. To adhere to, and interpret to all staff and campers 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 with the Lifeguard/Instructors to plan and implement instructional and recreational aquatics programs that:

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

2) PROGRAM SUPERVISION AND SAFETY

Supervise all activities in the Aquatics Program Area by:

- ensuring that all campers and staff are aware of and abide by all waterfront safety guidelines and policies
- checking equipment for safety and cleanliness
- ensuring supplies are organized, secured and sufficient
- providing **direct** leadership during waterfront activities
- encouraging and motivating campers to participate in lessons and activities that are creative and age appropriate
- ensuring ALL safety equipment is in place and in working order

Waterfront Program Supervisor Cont'd

- 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

3) STAFF SUPERVISION

Provide supervision and support to the Lifeguard/Instructors by:

- meeting daily to provide feedback and support
- evaluating them orally on a regular basis and in writing during each session
- giving positive reinforcement and keeping up staff morale
- ensuring that they understand and abide by all camp policies and practices
- coordinating days off and communicating these to the Camp Directors
- ensuring that there is adequate coverage for waterfront programming at all times
- being a positive role model and giving proper leadership and direction to the Aquatics Team

4) SUPERVISION

Receive supervision and support by:

- meeting regularly with the Camp Director for feedback
- 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) Participate fully as part of the Program Team and part of the overall staff team by:

- meeting regularly with the Program Team to plan, provide support, and problem solve
- working co-operatively with the Program Team, and all other staff
- supporting and interpreting to other staff all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

6) DOCUMENTATION

- ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, program outlines and evaluations, aquatics certifications and requisition forms, as well as a detailed program report and final inventory to be handed in to the Camp Director prior to the end of the summer
- ensure that the Camp 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

7) 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 Camp Directors