



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email maccamp@shaw.ca
Phone: 250-838-6293 Website: www.mackenziecamp.ca

JOB DESCRIPTION (# 025 Feb 2011)

JOB TITLE: WATERFRONT DIRECTOR

REPORTS TO: Camp Director, President of the Society, or Chair of Personnel Committee.

REQUIREMENTS:

1. Bronze cross, NLS certification.
2. At least 19 years old, currently be enrolled in a high school or post-secondary program, and planning to return to school, college, or university in September.
3. At least 2 years experience working at a swimming pool or in a beachfront swimming location.
4. Experience planning waterfront games/activities.
5. Complete and pass all pre-camp training courses and instruction required by MacKenzie Camp.
6. Must consent to a Criminal Records check.

JOB SUMMARY:

The Waterfront Director has the ultimate responsibility of ensuring safety of all persons, and has authority over all persons at the waterfront, whether they be on the beach, in the water or in a boat. The Waterfront Director has the assistance and cooperation of the Assistant Waterfront Director / Life guard. The Waterfront Director can designate his/her responsibility temporarily to the Life Guard. Any staff person can also be asked to help at the waterfront, and will take direction from the Waterfront Director.

The hosting of school classes at camp from late May through June is extremely important. This program ensures another 5-6 weeks of work for university students. Each class is accompanied by its teachers and parents and staff facilitate the activities the school has requested. Time permitting, the successful applicant will work with the Camp Director and Assistant Camp Director to plan the summer program and the pre-camp staff training. The United church Standards and BCCA Standards will be followed. Time will be a standard 40 hour week.

THE WATERFRONT DIRECTOR, AND HIS/HER DESIGNATE, COMMANDS RESPECT AT ALL TIMES AND FROM ALL PERSONS AT THE WATERFRONT.

JOB RESPONSIBILITIES:

1. The Waterfront Director, together with the Assistant Waterfront Director, can design and implement a creative waterfront program, in compliance with the safety standards set by BCCA (16.1-16.46). The program needs to work with the swimming, canoe and kayak programs already in place.
2. Any new programs need to be approved by the Board Chair or designate, early in the pre-camp season, as time is needed for equipment to be repaired or acquired.
3. The Waterfront Director must ensure that waterfront rules are clearly posted at the beach.
4. All leaders and volunteers are expected to follow camp waterfront policy (see Waterfront Policy). Permission is required from Waterfront Director to go down to the beach when Lifeguard is not there.
5. Waterfront Policy and Procedures must be taught to all staff during the week of training.



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6. The Waterfront Director trains and ensures that spotters, in a ratio of 1:15 are on duty whenever there are campers at the beach.
7. When camp is full there will need to be more than one swim session per day, half the camp each time.
8. The Waterfront Director will also be a Counsellor and will have the responsibility of supervising a cabin of campers. He/she must be aware of the job description of Counsellor #040, and attend scheduled staff meetings. While working at the waterfront this person will need to ensure that a capable counsellor is with his/her campers.
9. The Waterfront Director will be present for all camp training and be familiar with all Policies and Procedures. All staff participate in camp activities.
10. The Waterfront Director is responsible for the correct placement of buoys that mark the swim area and known water hazards. As the lake depth recedes, the buoys need adjusting.
11. The Waterfront Director and Life Guard must test swimming ability of each camper on the first day of camp. Non-swimmers are to be discretely identified and must wear life jackets.
12. The Waterfront Director is responsible for the daily checking of all waterfront equipment, the waterfront area, ensuring it is clean and in safe operating condition. This job is shared with the Life Guard but **is the ultimate responsibility of the Waterfront Director**. This double check is a safety measure. see Daily Waterfront Log # 22-21
13. **The Waterfront Director will ensure a sign is posted at the waterfront stating that boats are to be used by authorized people only.** This pertains to MacKenzie Camp insurance.
14. Any non emergency injury that occurs at the waterfront is treated at the beach, and is reported to the First Aid Attendant. Emergency incident, whistle blows X3, everyone comes out of the water, and First Aid Attendant is in charge.

WATERFRONT EQUIPMENT INCLUDES:

1. A non-conductive 12 foot reaching pole with a blunt hook.
2. A throw ring with a 1/4' rope half the length of the swim area plus 10 feet.
3. WBC #2 first Aid Kit.
4. Paddle board or other flotation assists.
5. Spine board
6. Emergency sounding device (air horn).
7. Life jackets, paddles, boats bailors, ropes.
8. Skin diving equipment
9. Guard boat for supervision.
10. WBC approved oxygen tank with one way mask.
11. Resuscitation bag, mask and oral airway.

SUPERVISION:

The Waterfront director will work closely with the Life guard, ensuring the job descriptions and programs are being met. The Camp Director will also be involved with waterfront activities and give feedback to the waterfront staff. At any time the Waterfront Director can bring a concern to the Camp Director and/or the Board Chair, or the above mentioned.

SAFETY:

1. Following the policies, procedures and the BCCA Camping Standards will contribute toward safety at the waterfront.
2. Supervision of use of all boats, and boating activities is essential. Non swimmers wear a properly fitting life jacket in a boat.



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3. Thorough assessment of camper's swimming ability is vital information.
4. Posted, enforced rules and dependable equipment (PFDs) are required.
5. Trained spotters, staff that understands and respects the rules, and a Waterfront Director, and supportive Assistant Waterfront Director, who exerts his/her authority at the waterfront, and in boating activities, are the key to a safe program.

NOTE: MACKENZIE CAMP IS A DRUG FREE ENVIRONMENT. THE BOARD OF DIRECTORS EXPECTS THAT STAFF BE HEALTHY ROLE MODELS FOR CAMPERS. NO ADDICTIVE SUBSTANCES, ILLEGAL DRUGS, ALCOHOL, TOBACCO, OR MARIJUANA ARE ALLOWED.