

# Waterfront Coordinator

## Job Description

**REPORTS TO:** Summer Program Director

### WORK TIME:

- Two weekends of Pre-Camp Training (May 27, June 22-24)
- Ten weeks of full-time Program Preparation & Delivery (June 25-August 31)

### GENERAL DESCRIPTION:

The Waterfront Coordinator is responsible for the implementation of the Waterfront Program, including all program content & all Canoeing activities for Day & Residential Camps. This position will also be responsible for maintaining the equipment to ensure safe operation of this program. The Waterfront Coordinator must be organized, passionate about working with youth & interested in developing creative opportunities for campers to familiarize themselves with paddling techniques. This position requires adaptability & an interest in supporting the Senior Staff in incorporating more of the Canadian Path principles into the Summer Camp Program.

### DUTIES & RESPONSIBILITIES:

1. Coordination & implementation of the Waterfront program for all campers in accordance with weekly themes.
2. Responsible for maintenance of the Waterfront Centre, equipment & resources.
3. Integrate Outdoor Adventure Skill (OAS) expectations into programming whenever possible.
4. Participation & assistance in office duties and staff coverage as assigned.
5. Weekly submission of any supply request forms to the Day Camp Coordinator.
6. Provide feedback to the Summer Program Director at weekly Senior Staff meetings.
7. Assist in the set-up/take down of camp & weekly turnover to weekend user groups.
8. Organize staffing plan at site daily.
9. Other duties as required.

### QUALIFICATIONS:

1. Minimum 18 years of age; 21 years of age preferred.
2. Possesses National Lifeguard Service (NLS) certificate.
3. ORCA Flatwater 2 or equivalent considered an asset.
4. Direct experience supervising water-based activities (i.e. lifeguarding, swimming instruction).
5. Experienced in working in a camp environment for children.
6. Training in accessibility & inclusion to meet all participants' needs at the Waterfront.
7. Proven ability to provide direction to others as necessary.
8. Ability to self-start and work independently.
9. Current Standard First Aid & CPR (Level C).
10. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
11. Proven leadership, teamwork, planning & administrative abilities.
12. Strong communication & customer service skills.
13. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Check.
14. Willingness to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
15. Willingness to work non-traditional hours.

If you think you will make a great addition to the team, please complete our [Online Application](#) by December 31, 2017. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

For more information about Scouts Canada visit our website at [www.scouts.ca](http://www.scouts.ca). For more information about Camp Samac Summer Programs, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

