(Rev 2015)

**PREREQUISITES:**

* Mature individual, at least 18 years of age, who respects and is open to Christian values and beliefs
* Must have RLSS Bronze Medallion
* Must have RLSS Instructor Award
* Must have National Lifeguard Award
* Must have Red Cross Waterfront Instructor II
* Oceanfront experience is an asset
* Experience leading large groups in recreational activities is an asset
* Must complete or have completed a staff medical form, Child Abuse Registry and Criminal Record checks and comply with the “Leading with Care” policy of The Presbyterian Church in Canada
* Must have Standard First Aid

**RESPONSIBLE TO:** Program Director/Camp Executive Director

**PRE-CAMP RESPONSIBILITIES:**

1. Visit the camp to become familiar with the beach, lake, boat house, and all waterfront equipment available- canoes, life-jackets, paddles, etc. Make any recommendations regarding purchase and/or repairs needed at least one month prior to the first camp.
2. Organize lesson plans for Community Building Games based on 5-6 teaching days. Make allowance for 1-2 rainy day sessions, with activities/games to supplement teaching sessions.
3. Meet with the Camp Director and Program Director at least two weeks prior to the camp opening to have the recreation program approved.
4. Be prepared to assist with evening sports. Plan games/activities or “sports” for groups of 12 up to 72+ campers, ages 7-8, 9-11, 12-14, and 15-17 years of age.
5. Become familiar with the general camp schedule and all aspects of the camp program and take advantage of every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.

**DUTIES AND RESPONSIBILITIES** (During the camping season):

1. Organize, teach, and directly supervise any waterfront activities in progress.
2. Provide swimming instruction according to the interest and varying levels of swimmer’s abilities and promote and encourage water safety at all times. Prohibit the use of inflatable toys in the water.
3. Be responsible for the proper use and maintenance of water safety and lifesaving equipment and ensure that boundary markers (buoy lines) are observed and in place whenever swimming takes place.
4. Organize and implement a morning recreational program varying in levels of physical fitness.
5. Together with the Program Staff participate in the planning and implementation of the evening Sports/Recreation/Games program.
6. Perform unrelated duties when asked to do so by the Program Director.
7. Assist in the organization and distribution of “Tuck” and evening snack.
8. Live on the campsite during camps and be present at all pre-camp meetings.
9. Engage in an ongoing program to maintain personal level of fitness throughout the summer.
10. Expected to participate in the rest of the camp program as time permits.
11. It is recommended that staff keep a journal for reference purposes that will reflect all aspects of the program from day to day and which will document both successful and unsuccessful efforts and ideas during each camp session.
12. Complete the “End of Season” report on the Waterfront Program to include an inventory of equipment. The report should contain observations and suggestions regarding planning and delivery of the program. An evaluation of the entire camp program as it was experienced from the perspective of the Waterfront Instructor may be included. Please include recommendations for next year and submit the report before leaving on the last day of employment. All reports should be delivered directly to the Camp Executive Director and will be confidential.

**TIME OFF:**

1. One evening each camp arranged in consultation with the Camp Director.
2. From the closing time of one camp until the opening meeting of the following camp. All staff are required to leave the camp site for time off between camps.

**EVALUATION:**

* An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Camp Director.

* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.