

Position Description: Waterfront Director

All Camp Douglas Staff are expected to be servant leaders, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: Leading, living, laughing, and giving with love, patience, and understanding.

The Waterfront Director is expected to ensure that the Waterfront activities are a safe, fun, and productive element of the lives of the campers, staff, and volunteers at Camp Douglas. The Waterfront Director is expected to work in conjunction with the Waterfront/Program Assistant in carrying out all duties. The Waterfront Director reports to the Program Director regarding activity planning and scheduling. The Waterfront Director reports to the Camp Director regarding safety issues.

Qualifications & Skills:

1. A committed relationship with Jesus Christ, a mature, growing faith and the freedom to share the same.
2. An understanding of and caring for children, and the ability to live and work in a camp environment.
3. The ability to work with other staff in a spirit of co-operation.
4. A demonstrated willingness to participate in full camp activities.
5. A minimum of 19 years of age, unless otherwise approved by the Camp Douglas Committee.
6. Waterfront and First Aid certification that meets or exceeds the BCCA requirements.
7. A successful result from screening procedures such as: police record check, reference checks and verification of special training certificates.

Orientation, Training, Supervision & Evaluation:

1. Training week will provide 5 days of full-time orientation and training in the following areas:
 - a. The Leading With Care Policy of the Presbyterian Church in Canada
 - b. Health & Safety procedures such as Universal Precautions, water safety, kitchen rules, archery safety
 - c. Weekly Emergency Drills for fire, missing camper, stranger/wild animal on property, or other emergencies
 - d. Common characteristics and developmental stages of children and youth
 - e. Bible study / worship preparation
 - f. Camp Douglas Policy manual
 - g. Property & Activity orientations
2. Weekly planning meetings with the Program Director and Camp Director
3. Mid-summer evaluations.
4. Daily supervision by the Camp Director

Responsibilities:

1. To participate fully in all aspects of the camp program.
2. To set, and clearly explain to each new group of campers, all waterfront rules and procedures, in accordance with BCCA guidelines.
3. To conduct an evaluation of campers' swimming ability, and to ensure that campers who are not strong swimmers wear PFDs when they are in the water.
4. To organize and lead waterfront activities, including swimming, kayaking, canoeing, tubing, and free swim.
5. To be prepared to lead alternate activities when necessary, for example on rainy days.
6. To set up the waterfront area before the first camp starts, including buoy lines and the dock.
7. To ensure that the waterfront area is kept tidy and safe and that all equipment is properly stored and cared for.
8. To be fully aware of safe boating policies and practices.
9. To present a waterfront safety seminar during Staff Training.
10. To assist with running other camp programs and doing chores around the camp as needed, in consultation with the Program Director and Camp Director.
11. To be a leader, resource, and friend to the campers, volunteers, staff, Chaplain, and Director.
12. To assist with camp clean up through-out the summer and at the end of the summer.
13. To prepare a report for the Camp Committee at the end of the summer.

Schedule & Commitment:

1. Camps run Sunday afternoon to Friday afternoon for 10 weeks from July to August
2. Training week and Core Planning week attendance and participation are mandatory.