



## **WATERFRONT AREA HEAD**

**Positions Available:** 1

**Reports to:** Glen Mhor Program Manager

### **GENERAL FUNCTION:**

The Waterfront Area Head is responsible for designing, implementing, and supervising all water programming, which includes swimming, canoeing, kayaking, free swim, and LIT Bronze Cross or ORCKA training. The Waterfront Area Head will work to ensure that camp is a safe inclusive environment that encourage self-esteem, stewardship, and servanthood.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Design appropriate swimming, canoeing and kayaking lessons for camp sessions considering age and gender of campers and camp themes.
- Design and lead sessions outside of the waterfront portfolio as requested by the Glen Mhor Program Manager, with support from the respective area head for program ideas.
- Organize and request maintenance and upkeep of the beach, canoe docks, Avalon, Baywatch and the Swamp.
- Assist counselling staff members in supervision of campers during swimming, canoeing and kayaking sessions by providing them with clear instructions and expectations.
- Develop resources and equipment for ongoing waterfront projects.
- Coordinate with the Glen Mhor Program Manager, Glen Mhor Program Coordinator, and supporting resource staff regarding scheduling and special sessions for all camps.
- Prepare and offer waterfront sessions for any camper choice sessions.
- Assist resource staff and counselling staff by providing ideas and resources for water sessions they may lead.
- Ensure all Cairn lifeguards undergo an in-house guard training.
- Create a lifeguard schedule for Free Swims.
- Design and lead Bronze Cross or ORCKA sessions for Leaders in Training.
- Complete regular equipment inspections.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A minimum of two years' experience as a camp staff member, or equivalent
- Experience and expertise in adventure programming leadership.
- Standard First Aid/CPR-C
- National Lifeguard Certification required
- Swim Instructor Certification or ORCKA Instructor required, and/or willingness to take a training course prior to the summer camp season.



- Level 1 Challenge Course Certification required, and/or a willingness to be trained in high ropes facilitation and the ability to pass the training courses.
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work