



YWCA Edmonton Job Description



Department: Camp Yowochas Title: Waterfront Specialist Reports to: Director	Date Written: January, 2004 Last Revised: January, 2020 Revised By: Barb Specht, Registrar
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Qualifications Required:

- 18 years of age by commencement of camp program
- Current Standard First Aid & CPR
- Pleasure Craft Operators Card
- Current National Lifeguard Service certification
- Experience delivering programs in a waterfront or lake setting
- Instructor level in any boating discipline is an asset
- On site residence is a requirement of this position
- Evening and weekend work is a requirement
- Hours of work are usually 7:30am to 10:00pm
- A clear Criminal Record Check
- A clear Intervention Record Check through Alberta Children's Services

Major Responsibilities:

The Waterfront Specialist is responsible for supervising all aspects of the waterfront activities. In addition, the Waterfront Specialist is responsible for assisting in the planning and leadership of base camp activities.

Position Duties:

- Ensure that lifeguarding standards (Life Saving Society, Alberta Camping Association, etc) are maintained when the waterfront is in use.
- Carry out the implementation of waterfront emergency procedures as required.
- Assist in staff training and in-service trainings on waterfront policies and procedures.
- Maintain the physical waterfront area on a daily basis in a clean, organized, and safe manner.
- Ensure all lifesaving equipment is in the appropriate locations and ready for use.
- Ensure shoreline and swim area lake bottom is clean and free of debris, weeds, garbage, etc.
- Ensure boats and equipment is stored properly when not in use.
- Ensure all boats are functional, and have equipment required by law
- Report any equipment damages or losses to Assistant Director.
- Remove all unsafe equipment from service until repaired.
- Assist in or complete equipment repairs as needed.
- Ensure campers are properly supervised during waterfront activities.
- Assist other staff to plan and deliver waterfront programs (e.g. during cabin activities, Discoverer rotations).
- Oversee the recording of Polar Dip attendees, create and distribute Polar Dip awards.

Other Duties:

- Assist in the planning and delivery of all-camp programs as assigned.
- Assist in the administration and maintenance as assigned.
- Complete set-up and clean-up tasks before and after summer camp sessions.
- Perform in other positions as required.
- Write a report on waterfront programs to be completed prior to the last week of summer camp.

All other duties as assigned.