

### Overall Purpose

The Waterfront Director ensures the safety of all people on the waterfront, whether camper or staff member, including boaters, watersports participants, and swimmers. They are responsible for cleaning, preparing, and maintaining the waterfront, including all waterfront areas and equipment; organising all other waterfront staff; assessing all staff and campers for swimming ability; and following all appropriate guidelines and procedures.

### Responsibilities

- Ensure that prior to the beginning of camp:
  - The waterfront has been cleaned and prepared
  - All aquatic equipment (e.g., life jackets, safety equipment, etc.) has been checked for damage
  - All swimming areas are marked with all ropes and markers in proper place
  - All waterfront staff have been made familiar with the waterfront layout, safety equipment, and rescue procedures specific to this waterfront
- Attend pre-camp staff orientation sessions and daily Senior Staff meetings
- During Kids Camp, coordinate a daily waterfront staff meeting except on transition days; during Family Camp, these will take place as needed
- Ensure that the Assistant Waterfront Director and the Lifeguards are aware of the location of the emergency equipment, and if changes are made, inform them of the new location
- At the daily waterfront staff meeting, ensure that the emergency first aid equipment has been checked and is readily available at the waterfront
- Ensure that each camper and staff member is familiar with the waterfront rules
- Ensure the swimming ability is assessed for all camp staff and campers
- Ensure that the Waterfront Director, the Assistant Waterfront Director, or another qualified staff person who can act as Waterfront Director are on camp property at all times while campers are engaging in waterfront activities
- Inform the Assistant Waterfront Director or, in their absence, the acting Waterfront Director before leaving camp property
- Ensure that sufficient Lifeguards are on duty for the number of campers in the water
- At the end of any camp season, note damage to and deficiencies in camp waterfront equipment and make recommendations for improvements
- Purchase new equipment as needed within the camp budget
- In case of an emergency, fill out an incident report to full completion
- With waterfront staff, carry out equipment checks daily
- Work with the health care professionals to ensure there are adequate first aid supplies and that they are in their proper locations throughout the camp
- Keep up to date with the policies and procedures outlined by the OCA in areas of waterfront, boating, swimming, and snorkelling and making revisions if necessary, to remain OCA-compliant

## Other Job Duties

- Respect all camp rules, regulations, and policies.
- Ensure that they are familiar with R.R.O. 1990, Reg. 565 and/or R.R.O. 1990, Reg. 568
- Work with programmers to allow for extra supervision during times outside of the regular lifeguard schedule to ensure adequate supervision

## Relationships

The Waterfront Director will work closely with the Assistant Waterfront Director to manage and supervise the waterfront and those associated with it, including Lifeguards and Waterfront Assistants. Other interactions are likely to include:

- Executive Director
- Program Directors
- Senior Staff
- Family Camp Coordinator

## Equipment Used

- First Aid materials and resources
- Safety equipment relating to the waterfront
- All watercraft devices, inspected for proper use and safety
- Boat, emergency or “e” boat, pontoon
- Installation of boundary equipment
- Handling of paddles, lifejackets, and other necessary equipment for campers to have on the water

## Qualifications

The Waterfront Director must be at least 18 years old and possess a current NL certification, preferably a Waterfront NLS certification. They must also possess a current Emergency First Aid certification and have a minimum of 250 hours of direct aquatic experience.

## Requirements

- Must be able to sit or stand for long durations of time in various weather conditions (e.g., heat, sun, cold, rain, etc.)
- Must be able to complete the physical standards required by the National Lifesaving Society (e.g., swimming, treading, and rescue kicks)
- Lifting heavy waterfront equipment (e.g., canoes, watersports equipment, etc.)
- Good vision
- Alert, responsive, and fast moving