



Camp Fircom Society

Of the United Church of Canada

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Job Title:	<i>Waterfront Director</i>
Salary Band:	<i>Term Contract</i>
Reports To:	<i>Summer Camp & Outdoor Schools Manager</i>
Contract Date:	<i>June 1st – 3rd + July 1st – August 17th</i>
Compensation:	<i>Commensurate with experience, certifications, etc. (Food, accommodation & water taxi provided)</i>

Job Purpose

Responsible for the development and implementation of waterfront programming, including all program content, activities, swim test, and training for waterfront emergency response procedures. This position provides the expertise, experience and skills required for the operation, supervision and safety of the waterfront.

Duties and Responsibilities

WATERFRONT & AQUATIC PROGRAM MANAGEMENT

- Responsible for the planning, delivery and facilitation of waterfront programming
- Responsible for providing life-guarding and instructional lessons in accordance with BCCA health & safety standards as well as Fircom's site-specific policies
- Ensure that proper safety procedures are followed during all aquatic activities
- Observe each camper's progress and provide adaptations to the camper's program as needed
- Provide general care and supervision to all campers & participants
- Assist in providing supervision during large group activities, such as meals, campfire and camp swim
- To work for the common good of the camp, providing assistance to the directors and other staff as needed.

STAFF TRAINING

- In collaboration with Summer Camp Coordinators, plan and deliver required staff training components to all relevant summer staff

- To participate in 100% of pre-season staff training
- To know and practice the information covered in the “Policies & Procedures” section of the staff manual

HUMAN RESOURCES MANAGEMENT

- Provide leadership in the event of waterfront emergencies
- Provide leadership and role model Camp Fircom’s mission, values and objectives to fellow staff
- Supervise staff designated to the waterfront (lifeguards, canoe instructors, camp staff, etc)
- Participate in weekly staff meetings contributing your perspective on camp-wide issues and update the senior staff team on water-front specific information/issues
- Conduct regular check-in meetings with co-waterfront staff to ensure the ongoing safe & meaningful operation of the waterfront program area
- Protect the assets of Camp Fircom through proper instruction and use. Specifically, the Waterfront Director will ensure all boats and equipment are maintained, treated well and kept in good working order
- Provide written end-of-season report detailing specific observations, general recommendations and an inventory of waterfront equipment

EXTERNAL RELATIONSHIPS

- Consult with parents when required

Competencies

- **Commitment to Organization Mission, Vision and Values** – demonstrates and promotes an understanding of, and appreciation for the mission, vision and values of Camp Fircom Society and the United Church of Canada
- **Leadership** – Motivates and inspires others to take action and achieve desired outcomes.
- **Relationship Building and Collaboration**- Builds positive interactions internally and externally to achieve work related goals.
- **Health and Safety** – Acknowledges need for Health and Safety and understands how to manage and educate others in risk management and harm reduction.
- **Development** – Commits to continuous learning and development for self, participants, volunteer and staff.
- **Teamwork** – Actively participates to build maximum organizational effectiveness for Camp Fircom and United Church of Canada
- **Quality Focus** – Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- **Results Oriented** – Ability to achieve and exceed identified goals.
- **Decision-making** – Ability to solve problems while exhibiting judgment and a realistic understanding of issues and outcomes.

Qualifications

EDUCATION & SPECIALIZED KNOWLEDGE

- Must be 18 years of age
- Current NLS Certificate (Waterfront-specific an asset)
- Clear Criminal Record Check with Vulnerable Sector Search
- Boat License (willingness to obtain if hired)
- RCABC ADVANCED Tandem/Solo canoe certification or willingness to obtain if hired
- Minimum of two years in a supervisory role

REQUIRED SKILLS & ABILITIES

- Demonstrated ability to design, develop, and support culturally competent programming.
- Strong interpersonal skills and proven leadership ability to guide and motivate staff and volunteers.
- Strong organizational skills.
- Ability to work under pressure, set priorities and meet deadlines.

ADDITIONAL SKILLS CONSIDERED AN ASSET

- Class 5 drivers license
- Second language
- Post-secondary education

Working Conditions

- Contract position beginning July 3rd. Prior to this date will be the addition of part-time days for preparation (TBD). Additional contract days for reporting to be determined.
- Requires working in an outdoor environment on Gambier Island when necessary to meet program needs.
- May occasionally travel to other locations in and around Metro Vancouver and the Lower Mainland.
- May be required to work some evenings, weekends, and statutory holidays.
- May be required to work alone on a semi-remote site.
- May be required to open up or lock up when guest groups are not on site. This might involve locking up in the dark in a semi-remote area.
- May involve working with difficult clients.