



Brigadoon Village Waterfront Coordinator

Contract Dates: June 16th – August 30th, 2019.

Position Description

Our Waterfront Coordinator joins the Support Staff team at Brigadoon Village. Collectively, the Support Staff team ensures the safe and smooth running of all aspects of camp. Each Support Staff team member is expected to model Brigadoon's values and philosophy at all times. Our Waterfront Coordinator is responsible for ensuring that any programs taking place on the waterfront are fun, safe, inclusive, and empowering. It is the Waterfront Coordinator's responsibility to oversee, coordinate, and support all staff who are working on the waterfront; to ensure that waterfront policies and procedures are being followed at all times in order to maintain the safety of all participants and good condition of all equipment; and to ensure that equipment is well cared-for, including being set up and put away appropriately. They have a high degree of experience working in the camp environment (specifically in the realm of waterfront programming) and understand the needs of youth living with chronic illnesses and other life challenges.

Reports to: Program Director, Summer Director

Direct Reports: Boating Programmers, Lifeguards

Programming:

- Plan and execute waterfront programming which are appropriate and engaging for a wide range of ages, skills levels, and developmental levels.
- Troubleshoot programming issues and work towards consistent improvement in all areas of waterfront programming.
- Regularly evaluate program delivery in order to ensure that activities are of the highest possible quality.
- Participate in the planning and execution of all-camp programs where required.
- Complete regular inspections of waterfront equipment to ensure it is well-cared-for and well-maintained.
- Oversee and facilitate the completion of reports specific to waterfront programming.
- Managing and overseeing the budget and supplies required for waterfront programming.

Staff Supervision:

- Directly supervises all lifeguards and boating programmers.
- Check-in regularly with all lifeguards and boating programmers in order to ensure their questions are being answered and to help troubleshoot issues.
- Provide instruction and feedback on performance to lifeguards and boating programmers.
- Assist with the writing and delivery of staff evaluations.
- Help to manage challenging dynamics between staff members.
- Train all staff on waterfront-specific policies and procedures, facilitating specific training for waterfront staff members.
- Schedule and coordinate the schedules of waterfront staff for programs and swim times.
- Play a key role in the planning and delivery of our Staff Training periods.

General Camp Management:

- As part of the Support Staff team, consistently evaluate all aspects of camp in order to ensure that everything is running smoothly.
- Ensure camper safety is maintained according to relevant policies and procedures.
- Model our philosophy and values, encouraging a positive culture and staff dynamic.
- Help to ensure that camp facility is well-cared for and kept clean.
- Provide extra coverage in cabin groups when required.
- Help to troubleshoot all areas of camp, stepping in to assist with challenging behaviour management situations and programming scenarios.
- Create opportunities for all campers to experience exceptional fun!

We're Looking for People Who Are:

- Committed to consistent learning and growth.
- Team players, willing to help out in all areas in any way they can.
- Passionate about helping to create a transformative experience for our campers.
- Creative and enthusiastic

- Organized, strong communicators, and competent problem solvers.
- Energetic and silly
- Kind and compassionate
- Able to physically and mentally care for campers for full days (7 am – 11 pm).

Requirements and Qualifications

- Current National Lifeguarding Service (NLS) certification is required.
- Current Pleasure Craft Operator's Card is required.
- Current relevant Paddling Instructor certification is required.
- Previous supervisory experience an asset.
- Experience working with children and youth in a camp or recreation setting.
- Current Standard First Aid / CPR-C.
- Criminal Record Check (including Vulnerable Sector Check).
- Proof of complete Immunization History prior to start date.

Some of the above can be obtained after the job has been offered.

Further Position Details:

Camp sessions last from Sunday-Friday and all Brigadoon staff members will be expected to live on-site, working full days. There will be time off allocated to staff members each day, but staff should be aware that they are expected to work from approximately 7:00 am – 11:00 pm during each day of camp. Staff are expected to live onsite for the entirety of the summer season (June 16th – August 30th) and will be able to leave site between camp sessions.

- Camp staff must be able to commit to the duration of the contract in order to secure employment.
- Room and Board are provided for the entirety of the camp season.
- There will be a preliminary Spring Training period from April 28th – May 1st (those who are unable to attend will be paid for it and expected to review the makeup resources).
- There will be a second Staff Training period from June 21st to June 28th, prior to the beginning of our first session on June 30th. Support Staff-specific Training will precede this, starting on June 16th.

There will be further opportunities to join the team in our Spring and Fall seasons as an Activity Instructor, if interested.

How to Apply:

Any potential candidates interested in joining us for the 2019 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until March 1st. Any questions about employment opportunities can be directed to our Summer Director, Tiffany MacInnis at tiffany@brigadoonvillage.org