



# Activities Co-Supervisor & Assistant Lifeguard Job Description

Activities Co-Supervisor/Assistant Lifeguard is a salaried position and Camp Kagama provides room and board.

The **Activities Supervisor** is responsible for enhancing the creative talents of the campers through the Arts, Crafts & Music program and for the safe play of the campers in providing a positive, physically active camp experience through the Sports & Recreation program.

- The Activities Co-Supervisors shall work co-operatively, **alternating on a weekly basis**, responsibility for presenting the Arts, Crafts & Music program and the Sports & Recreation activities.
- It is mandatory that all staff applicants attend the Counsellor Training Program held in June/July with the in-coming Directors. This 3-day program, coordinated with the Board, Directors and the Camp Administrator, is to assess candidates' abilities for participation in the summer camp program.
- All Supervisors must obey all the camp rules, the policies of Camp Kagama and directives from the Camp Director regarding the program and safety regulations, including appropriate behaviour and the completion of necessary documentation (i.e.: completed medical form; witness statements if required and session reports)
- If over the age of 18, the Activities Co-Supervisor/Assistant Lifeguard must provide the Board of Directors with a current Vulnerable Sector or Level 2 Police Clearance Form.
- During the individual camps, the Activities Co-Supervisors/Assistant Lifeguards will be directly under the authority of the Camp Director(s) and the Camp Administrator.
- The Activities Co-Supervisors/Assistant Lifeguards shall participate in and assist with all aspects of the camp program under the direct supervision of the Camp Directors(s).
- The Activities Co-Supervisors/Assistant Lifeguards must provide a completed medical form to the First Aid Supervisor at the beginning of the camp session.

## **Arts, Crafts & Music Week**

The Activity Co-Supervisor on their designated week presenting Arts, Crafts & Music:

- must present and oversee hand craft and nature craft programs appropriate to the camp age group. Arts & Crafts projects should encourage both individual creativity and group collaboration.
- shall be responsible for preparing a variety of traditional and unique projects ideas from which the Camp Director will select those most suitable to the camp themes.
- shall include creating at least one significant 'take-home' craft that campers may keep as a memento of their time at camp.
- must be responsible for requesting all the craft supplies to be purchased through the Camp Administrator.
- shall be responsible for setting up the Craft Hall for projects and for cleaning up and maintaining the Craft Hall between craft sessions.
- shall draw from a repertoire of traditional and new camp songs and teach/lead singalongs at the campfires and during the day as appropriate. Action songs should be included as well as grace at meal time and 'Taps' at the close of the campfires.

## **Sports & Recreation Week**

The Activity Co-Supervisor on their designated week conducting Sports & Recreation activities:

- shall assist the Camp Director(s) in presenting programs of games and sports challenges, drama, indoor activity challenges and hiking.
- shall be responsible for the safety measures specific to the recreational and sports activities.
- must be knowledgeable of the rules of a variety of sports and games but may employ imaginative variations on traditional games and activities.
- must know how to encourage participation from all campers and demonstrate the fun of physical activity and safe play.
- shall include sports activities that combine team games with developing, encouraging and challenging individual skills.
- shall be responsible for prompt and proper storage of all sports equipment employed in each activity.

As **Assistant Lifeguards**, the **Activities Co-Supervisors** are responsible for ensuring the aquatic safe play of the campers and staff by assisting the Waterfront Supervisor in waterfront supervision and providing assistance to the First Aid Supervisor should an accident or emergency occur.

- As Assistant Lifeguards, Activities Co-Supervisors must be at least 16 years of age (as of the first day on the job) and currently qualified to the Bronze Medallion level of Life Saving requirements.
- Certification or re-qualification to the minimum of Bronze Level Lifeguarding is available and provided at the Kagama Leadership Camp.  
If certification/re-qualification is acquired at the Leadership Camp, the camp registration fee may be deferred by Kagama and the weekly salary adjusted to accommodate the registration fee.
- As Assistant Lifeguards, Activities Co-Supervisors must have current Emergency First Aid Training and water rescue expertise.  
Emergency First Aid Training and water rescue techniques are also available at the Kagama Leadership Camp in addition to Bronze Medallion certification. The camp registration fee may be deferred by Kagama and the weekly salary adjusted to accommodate the registration fee.
- As Assistant Lifeguards, Activities Co-Supervisors shall be responsible for enforcing all the safety directives derived for the waterfront areas and shall, in co-ordination with the Waterfront Supervisor, supervise all activities at the waterfront and within its vicinity.
- As Assistant Lifeguards, Activities Co-Supervisors shall assist in the daily maintenance and clean-up of the waterfront.