



# Camp Administrator & Waterfront Supervisor

## Job Description



The Camp Administrator/Waterfront Supervisor is a salaried position and Camp Kagama provides room and board.

The Camp Administrator responsibilities continue for 15 weeks, 8 of which encompass the additional responsibilities as the Waterfront Supervisor.

The Camp Administrator is the on-site representative of the Board of Directors and is responsible for the safe, overall operation of the summer camp sessions

The Waterfront Supervisor is responsible for the aquatics program and the safety of each youngster and staff while on the St. Lawrence River

### Camp Administrator Qualifications & Responsibilities

- The Camp Administrator must be between 18 and 25 years of age. He/She must have been registered as a full-time, post-secondary student in the previous academic year and intend to return to college/university on a full-time basis in the next academic year.
- The Camp Administrator is a paid position and the salary is a net sum. Camp Kagama provides room and board as well as full payment of both the employee and employer portions of EI and CPP deductions.
- The Camp Administrator shall act as a liaison and representative of the Board of Directors during camp sessions. I agree to be available on site from mid-May until Labour Day.
- The Camp Administrator must provide the Board of Directors with Vulnerable Sector or Level 2 Police Clearance Form - Police Records check.
- The Camp Administrator shall be knowledgeable of camp rules, Camp Kagama policies and have the authority to enforce them as a representative of the Camp Board.
- The Camp Administrator shall be trained in the following procedures: Emergency Fire Suppression, WIHMS, and Safe Food Handling Certification.
- The Camp Administrator shall help select and train staff at the Training Weekend prior to camp sessions and present/enforce camp rules and safety measures.
- The Camp Administrator shall assist with registration on the first day of each camp and collect evaluations at the close of camp. All camper registrations, medical forms, incident reports and staff reports shall be collected by 5 PM on Friday, the last day of camp. Reports

shall be scrutinized for required signatures, organized and retained by the Camp Administrator, to be submitted to the Board of Directors as soon as possible following each camp session.

- The Camp Administrator shall conduct emergency training at each camp session and handle any emergency in conjunction with weekly directors.
- The Camp Administrator should not interfere with camp programs as set up by the weekly director.
- Board members shall meet with the Camp Administrator on a regular basis and will be available for assistance at any time.
- The Camp Administrator will work in harmony with Directors and camp staff to promote safety and provide the best possible experience for campers.
- The Camp Administrator shall oversee the readiness of the campsite for occupancy. This involves checking cabins and washrooms, smoke detectors, fire extinguishers, kitchen refrigerators and stoves, light bulbs, and other supplies such as first aid and craft supplies. He/she shall also make daily checks of the camp to ensure it continues to meet health/building standards.
- Following training, the Camp Administrator shall know how to manage the water system and safety aspects of the camp.
- He/she may undertake light maintenance e.g. repairing screens, removing wasps' nests, replacing light bulbs and will contact with the Property Chairman or Maintenance team regarding items requiring more expertise.
- The Camp Administrator shall provide a brief review of each camp at the end of the session, and a detailed, overall report of the summer sessions (i.e: incidents, areas of improvement, damages, personnel issues, etc.) to the Board of Directors at the end of the summer season.

## **Waterfront Supervisor Qualifications & Responsibilities**

- The minimum of Bronze Medallion level of Life Saving qualifications and water rescue expertise are required as the Waterfront Supervisor. He/She is assisted by additional staff trained/certified to at least the Bronze Medallion Level of life guarding.
- I understand that certification to the minimum of Bronze Level Lifeguarding is required **prior** to the Leadership Camp (**June 30 - July 2, 2017**). Arrangements for this training can be organized through the Board of Directors and fees will be absorbed by Camp Kagama if certification/re-qualification is required.
- The Waterfront Supervisor shall have full oversight of the waterfront areas and shall be the authority on all activities at the waterfront and within its vicinity.

- ☑ No formal swimming instruction/lessons are required during the camp sessions but the Waterfront Supervisor will assist the Camp Director(s) in developing an aquatic program for each camp, appropriate to the camper ages and capabilities.
- ☑ The Supervisor is responsible for the proper storage and maintenance of rescue equipment as well as daily waterfront clean-up.

**NOTE:**

**2017 Camp Session Schedule:**

- Staff Training Weekend	June 30 - July 2	
- Leadership Camp	July 2 - July 7	
- Senior Girls' Camp	July 9 - July 14	
- Junior CoEd	July 16 - July 20	(4 - day camp)
- Intermediate CoEd A	July 23 - July 28	
- Junior Girls'	July 30 - Aug 3	(4 - day camp)
- Junior Boy's	Aug 7 - Aug 11	(4 - day camp)
- Intermediate CoEd B	Aug 13 - Aug 18	
- Senior Boys	Aug 20 - Aug 25	