



First Aid Supervisor Assistant Waterfront Supervisor Job Description

The First Aid Supervisor/Assistant Waterfront Supervisor is a salaried position and Camp Kagama provides room and board.

The First Aid Supervisor is responsible for the physical well-being of each youngster should an accident or medical emergency occur, and responsible for the administration of all medications, both prescribed and over the counter products according to the medical form directives.

The Waterfront Assistant Supervisor, in co-ordination with the Waterfront Supervisor, is responsible for providing aquatic safety for the campers on the St. Lawrence River.

Under the guidelines of the Health Protection Act for Ontario, and in consultation with Inspectors from the Health Unit, it is our policy that the waterfront area of Camp Kagama shall be under the supervision of a waterfront supervisor and an assistant supervisor, both of whom are qualified under the regulations of the Health Protection Act for Ontario.

- The First Aid Supervisor must be at least 18 years of age and have current Standard First Aid Training, CPR - Level C.
- The minimum of Bronze Medallion level of Life Saving qualifications and water rescue expertise are required as the Assistant Waterfront Supervisor.
- *NOTE that certification or re-qualification to the minimum of Bronze Level Lifeguarding, is available and provided at the Kagama Leadership Camp (July 3 - July 8). Leadership Camp registration fee will be at a special rate for all three Supervisor positions if certification/re-qualification is necessary.
- The First Aid Supervisor/Assistant Waterfront Supervisor must provide the Board of Directors with documented Vulnerable Sector Police Clearance Form - Police Records check.
- The First Aid Supervisor/Assistant Waterfront Supervisor must provide a completed medical form to the Board of Directors prior to the beginning of the camp session.
- It is mandatory that all staff applicants attend the Counsellor Training Program held in June with the 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.

- The First Aid Supervisor shall be required to manage any medical or emergency incidents that occur during any camp session. This shall include a complete review of all medical forms submitted with camper registrations; collecting all medications from campers and Counsellors; the supervision of medicine dispensation; overseeing all First Aid supplies and waterfront safety equipment; and the submission of detailed medicine administration forms and incident reports.
- The Assistant Waterfront Supervisor shall provide assistance and support to the Waterfront Supervisor to ensure that all safety measures are adhered to during the waterfront activities and contribute to the general aquatic program presented by the Waterfront Supervisor.
- When the waterfront area is not in use, the Assistant Waterfront Supervisor shall assist with the overall camp program under the direct supervision of the Camp Director(s).
- The First Aid Supervisor will be required to submit signed medicine administration and incident Reports to the Board of Directors at the end of each camp session as well as an overall session report.
- All Supervisors must obey all the camp rules, Camp Kagama policies and directives from the Camp Director and Camp Administrator regarding the program and safety regulations, including appropriate behaviour and the completion of necessary documentation (i.e.: qualifications, completed medical form).