



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
YMCA CAMP HOWDY
POSITION DESCRIPTION

WATERFRONT DIRECTOR

REPORTS TO: CAMP COORDINATOR

POSITION PURPOSE

The Waterfront Director is a part of the support team required to deliver the YMCA Camps program. A member of the senior staff team, the Waterfront Director will provide expertise, experience and skills specific to the operation of the camp waterfront. The Waterfront Director is required to live onsite.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all members and provide opportunities for growth and learning for all members. Staff at YMCA Camps are not only part of the camp community, but also guide campers in understanding what it means to be a part of a YMCA Camp. This is accomplished in a number of ways, including:

- Role modeling appropriate behaviours.
- Role modeling respectful and caring relationships with staff and campers.
- Understanding that each staff member's role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA.
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps.

SPECIFIC DUTIES AND RESPONSIBILITIES

As a member of the senior staff team, the Waterfront Director is expected to:

- Provide leadership and role modeling to all staff.
- Provide supervision for program staff designated to the waterfront (lifeguard, canoe instructor, etc.).
- Provide regular oral and written feedback to waterfront staff.
- Attend and participate in senior staff meetings as required.
- Assist in leading YMCA Camps staff training.

The Waterfront Director is also expected to:

- Ensure the waterfront area is free of hazards and safe to operate on a daily basis.
- Provide leadership in case of emergencies on the waterfront.
- Act as a lifeguard, teach canoeing and teach kayaking lessons when required.
- Ensure YMCA Camps waterfront policies are being adhered to.
- Provide feedback related to operations or facilities to camp management team to ensure a safe waterfront area.
- Implement and maintain risk management systems in keeping with the best practices of the camping industry.
- Do a daily inspection of the waterfront emergency equipment to ensure all is in place and in good order.
- Provide a written end-of-season report detailing specific observations, general recommendations and providing an inventory of waterfront equipment.
- Protect the assets of the YMCA through proper instruction and appropriate use. Specifically, the waterfront director will ensure all boats and waterfront equipment are maintained, kept clean and in good working order.

The Waterfront Director may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C.
- Participation in 100% of YMCA Camps staff training.
- Current NLS, WSI and LSI certification.
- Current Boat Operator’s certification.
- Current Basic Solo Paddlers’ (Canoe) certification.
- Prior experience in a pool or camp waterfront setting.
- Prior canoeing and kayaking experience.

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

