



## PERSONNEL

### Job Descriptions

### Section 5.3

### 3. WATERFRONT DIRECTOR

#### A. General

The Waterfront Director:

- a. Is responsible to the Director for safety and has complete authority over all campers and staff when at waterfront.
- b. Attend pre-camp training sessions and regular in-camp staff meetings.
- c. Be prepared before camp with well developed program activities, i.e.: allot the amount of time to be given in swimming instruction, free swimming, water games and canoeing.
- d. Check all aquatic equipment (life jackets, safety equipment) and mark swimming areas properly before camp begins. Be responsible for storage and care of safety equipment and report any damage or disappearance to Camp Director.
- e. Familiarize staff and volunteers with the rules of the waterfront and seek their cooperation.
  - ~~///~~ Ensure that each camper, volunteer counsellor and paid staff member knows and respects the waterfront rules, including the use of the buddy system.
  - ~~///~~ Ensure a regular review of emergency procedures.
  - ~~///~~ Ensure that the waterfront is clear of hazards and that footwear is worn at all times.
  - ~~///~~ Ensure campers and staff are aware that swimming alone or between dusk and dawn is not permitted.
  - ~~///~~ Is aware of the number of campers and know their whereabouts while they are engaged in waterfront activities.
- f. Test and classify swimming abilities of camp staff, volunteer counsellors and campers; seek assistance from other staff and utilize staff abilities to the best advantage in carrying out the waterfront program.
- g. Waterfront Director or Assistant Waterfront Director must be in attendance at all times while campers are engaging in waterfront activities.
- h. Ensure two Lifeguards are on duty if there are more than 20 swimmers. The swimmer/ Lifeguard ratio is 20:2. The maximum ratio is 40:1.
- i. Prepare and direct aquatic activities at the waterfront. Appoint a spotter from each cabin for each waterfront session. Give full attention to life guarding when on duty.

- j. Instruct, in cooperation with the appropriate staff (i.e.: Outdoor Director, Canoe Director) campers and staff in canoeing orientation and safety skills before allowing use of canoes.
- k. Before beginning a swimming/waterfront activity, ensures that the emergency first aid equipment is intact and readily available at the waterfront. Ensure that the Assistant Waterfront Director and the Lifeguards are aware of the location of the emergency equipment.
- l. Take an inventory of waterfront equipment at end of camping season, and give to the Director. At the same time, record and report damage and deficiencies and make recommendations for improvements.
- m. Be familiar with, and participate in, the other camp programs, as time permits. Be prepared to assist others in their programs if possible. Share her/his Christian faith and bring it into program activities as much as possible.
- n. Be familiar with British Columbia Camping Accreditation Standards.
- o. Inform the Director and/or a Camp Board Representative immediately of abuse disclosures and ensure the Ministry for Children and Families is informed.
- p. Will participate in and support the Christian Education Program.

Note: British Columbia Camping Accreditation Standards, 1994, are as follows:

### **Waterfront – Supervision and Swimming**

The waterfront (ocean, lake, river, pool) must be under the supervision of the Waterfront Director who has day-to-day responsibility of all water activities. This person must be at least 19 years of age and should have experience in supervision and must have training in use of all rescue equipment and in all water activities done at the camp.

In addition, a minimum of one lifeguard must be on duty per distinct swimming area when swimming is being done. Lifeguards must be currently certified with either NLS, Royal Life Bronze Cross or YMCA Senior Lifesaving Award. One guard must be at least 19 years of age; if a second guard is on duty he may be 18 years of age. Lifeguards must be free from all other duties when life guarding – they cannot supervise boating activities simultaneously. The lifeguard must have 'backup' of one other staff person who has been trained in emergency procedures. This person can be a camp counsellor or other staff person who has received adequate training. This person need not be "on duty" when on the waterfront, but must be present at all times.

The BC Camping Association also requires that spotters be used to increase the level of supervision at the waterfront. The spotters must be trained in all emergency procedures including reaching assists. This can be done by the lifeguard and the Waterfront Director. Spotters must be utilized when there are more than 20 swimmers in the swimming area. If there are more than 20 swimmers, one spotter is to be utilized for every 15 swimmers. Any one or all of the spotters will be considered to be the 'back up' for the Lifeguard. This ratio does not preclude lower ratios as set by the Waterfront Director depending on local variables. Swimming participation may be limited or extra staff assigned at the exclusive direction of the Waterfront Director.

Boating programs must be organized so they do not interfere with the supervision of swimmers. Boating programs must be under the direction of adequately trained personnel and must be supervised and have emergency and rescue procedures governing them.

It is noted that the Waterfront Director may also be the Lifeguard. If this is the case, this person must be 19 years of age and cannot supervise other aspects of the waterfront while lifeguarding.

**ACCOUNTABILITY: Waterfront Director to Assistant Director/ Program Director.  
Lifeguard to Waterfront Director.**