



Camp Menesetung

Job Description: Head Lifeguard/Pool Program Coordinator

Full-Time: Residential Sunday-Friday position. A member of the Leadership Team & the Health Team. Salary dependent upon experience – Room & Board included.

Job Requirements: NLS certification + minimum 1-year experience working as a lifeguard.

Job Purpose and Reporting Structure

As the Head Lifeguard/Pool Program Coordinator, you are responsible for the health & safety of all campers and staff for the duration of their time swimming at the pool. To achieve the goal of a healthy and safe swimming experience for all, the Head Lifeguard spends their time maintaining the pool water quality and chemistry, supporting other pool lifeguards and assistant-lifeguards to ensure that 100% supervision is in place at all times, advocating and implementing risk prevention, reacting to all health-related concerns or emergencies at Camp, and holding the authority to close or open the pool. As Pool Program Coordinator, they work with other Lifeguards and Assistant Lifeguards to ensure the quality programming is delivered during session times. This position reports to the Summer Camp Director and Executive Director.

Essential Duties and Responsibilities

To the Pool

- Develop a working knowledge of how the pool works, and basic pump operation.
- Ensures that the pool is kept clean and usable on a daily basis, including skimming, vacuuming, emptying skimmers, chlorine regulation, backwashing, and adding freshwater.
- Ensures that the operation of the pool strictly adheres to health standards set forth by the Huron Health Unit and OCA. Including but not limited to: swimmer:lifeguard ratios, pool chemistry testing, accurate record keeping, filter testing etc.
- Routinely checks and maintains all PFDs and supplies, including storage.

To all Swimmers

- Is responsible for the physical health of all campers and staff while at or in the pool.
- Conducts a Swim Test for all staff at the beginning of the summer.
- Conducts a swim test for all campers at the beginning of each session and informs relevant counsellors of the results of the tests (which campers need lifejackets).
- Actively 'guards' the pool, or ensures that the pool is appropriately supervised during ALL swimming activities throughout the duration of the camp season.
- Ensure that all swimmers adhere to pool rules.
- Determine whether T-Shirts are necessary in the pool based on the daily UV index.

To Your Program

- Coordinates all programming in the pool by working with other lifeguards to review their plans in advance of the week ensuring appropriate pool safety is being met, and offering programming suggestions. These plans will also be submitted to the Program Director for approval.

- This means that while some of the programming may certainly be personally delivered by this position, an intentional effort should be made with the support of the program director to engage scheduled lifeguards and assistant lifeguards in creating and delivering pool programs throughout the week.
- Ensures that each week of programming is unique to accommodate returning campers, and keep it fun for the counsellors.
- Prepare a list of back-up program ideas for camper's ages 5-16 prior to camp in accordance with camp themes and suggestions from the Program Director/Camp Directors. This may include a list of supplies, which must be submitted to the Camp Directors for approval.
- Specific Planning Responsibilities to be Delegated:
 - o Classic Camp Week: Plan for three unique, themed, program sessions catered to the age group of the campers present + an adapted program catered to Day Campers (ages 5-10) + a rainy day plan (if applicable) + a '*Choose Your Own Program*' plan.
 - o A Specialty Week: Plan for Dynamic Pursuit specialty campers to spend a minimum of 1 session every day (Mon-Fri) with you + two rotational sessions for non Dynamic Pursuit campers + an adapted program catered to Day campers (ages 5-10) + a rainy day plan (if applicable).
- Prepares miniature activities for campers who work faster than others (as applicable).
- Ensure activities and cabin talk reflects the overall Christian atmosphere of the Camp.
- Submits a brief weekly report to the Program Director prior to departure, of all program activities and supplies that were required for each activity at the end of each week.
- Keeps track of all supplies and informs the Summer Camp Director of any losses, damages, or shortages.
- Completes an inventory list at the very end of the summer, prior to departure.

To all Fellow Staff

- Communicate!
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. by assisting the Program Director, and encouraging campers.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Directors.
- Work together to create the best possible experience for our campers.

To Camp Menesetzung

- Coordinates all other lifeguard's and assistant lifeguard's; scheduling and delegating guarding, programming, and cleaning duties as appropriate.

- Should be prepared to instruct campers in swimming and first aid, if requested by the Summer Camp Director or Executive Director.
- Communicate daily and when necessary with the Summer Camp Director.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Escalate concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Directors.
- Follow camp-wide rules and enforce these rules when necessary with campers.
- Keep campers safe from sun and insects by modelling and ensuring proper clothing is worn.
- Keep track of all supplies and inform the Summer Camp Director of any losses, damages, or shortages.
- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.
- Performs all other duties designated by the Summer Camp Director or Executive Director.