



## Huron Feathers Job Descriptions

Since 1968, Huron Feathers Presbyterian Centre has offered Christian programming for children, youth and families who live or vacation in the Sauble Beach area. Huron Feathers strives to be the place where people can play, talk, worship and fellowship together in Christian community. Current programs offered at Huron Feathers include a day camp for children aged 5-12, evening youth activities and a Sunday morning worship time. Come be part of the adventure!

### Program Staff

#### **BROAD RESPONSIBILITY:**

Program Staff are responsible to design, implement and supervise a program which is engaging, interactive, safe and aligns with Christian values.

#### **RESPONSIBLE TO:**

1. Prepare a complete outline of the camp program for the coming season including camp themes, special days, evening activities and sample daily schedules, in consultation with the Director.
2. Co-ordinate all themes, working with other staff to develop programming ideas.
3. Coordinate program schedules with Program Staff each week, and review how the prior week schedule worked with the Director.
4. Organize and monitor the program resources. Ensure that equipment is stored safely throughout the summer and at the end of the season.
5. Deal to the best of your ability with all campers, showing compassion, understanding and modeling positive behavior.
6. Make an accessibility plan (programming accommodations and modifications) for children or youth with special needs.
7. On rainy days, creatively work to continue to provide excellent programming.
8. Working with the Director and Board to maintain safety and cleanliness of both the centre and staff cottage.
9. Participate and contribute to Sunday morning worship service.
10. Provide the Director and Board with a written midsummer and final report.
11. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

## **QUALIFICATIONS:**

1. One year of camp work experience, or related work with children and youth.
2. A personal living faith.
3. Administrative skills.
4. A creative and playful sense of fun.
5. A willingness to work in a team environment.
6. A valid "G" level driver's license and insurable on the camp van is desirable.
7. A Standard First Aid Certificate with CPR "C".

These positions are for the period of **June 19<sup>th</sup>-August 27<sup>th</sup>, 2023.**

## **Waterfront Staff**

### **Broad Responsibility:**

The Waterfront Staff are responsible to design, implement and supervise a fun, safe and beneficial waterfront program for the programs at Huron Feathers adhering to all Provincial, Federal and Ontario Camping Association standards. These positions will also be co-planning with program staff in the day camp and youth programs.

### **Responsible to:**

1. Order waterfront supplies and equipment needed within budget guidelines and in consultation with the Summer Program Director.
2. Implement an approved waterfront program and ensure that all waterfront regulations are maintained.
3. Ensure that all required safety equipment is available and accessible on the waterfront. This includes the posting of Waterfront Safety Rules, and the proper and safe set up of rescue equipment. Ensure that all testing and recording of equipment is done on the established timelines.
4. Establish swimming areas for the season in consultation with Amabel Township.
5. Assist staff members in supervision of campers during swimming sessions by providing them with clear instructions and expectations.
6. Ensure the utmost safety during all times on the water. This includes the use of appropriate safety equipment for yourself and others.
7. Understand the special safety concerns involved with the waterfront and how to respond in the case of an emergency.
8. Ensure that a working cell phone is always present during all waterfront sessions.

9. Assist and contribute to programming for child and youth programs offered by Huron Feathers program staff.
10. Ensure that all staff members involved in waterfront supervision understand their roles in case of emergency.
11. Design emergency waterfront search procedures with the Summer Program Director.
12. Prepare and lead sessions for staff training in areas of waterfront program, safety and emergency procedures.
13. Supervise all camper and staff behaviours on the waterfront to ensure a safe swimming environment.
14. Ensure that sufficient and properly qualified staff members are present at all waterfront activities.
15. Ensure the safe storage of supplies and equipment throughout the summer and at the end of the season.
16. Working with the Summer Program Director and Board to maintain safety and cleanliness of both the Centre and staff cottage.
17. Assist with and contribute to Sunday morning worship.
18. Provide the Summer Program Director and Board with a written midsummer and final report.
19. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

## **QUALIFICATIONS:**

1. Two years experience as a camp staff or related work with children and youth.
2. Minimum one year of lifeguarding experience.
3. A personal living faith.
4. A willingness to work in a team environment.
5. Certified in NLS (National Lifeguard Service).
6. Standard First Aid with CPR "C".
7. Instructors certification a bonus.
8. Lifeguarding experience in open water/camp setting an asset.

This position is for the period of **June 19<sup>th</sup>-August 27<sup>th</sup>, 2023.**

**Please send a resume to [huronfeathers@gmail.com](mailto:huronfeathers@gmail.com) OR [tariq\\_a\\_deonandan@hotmail.com](mailto:tariq_a_deonandan@hotmail.com)**

**All applicants are required to have a clear and current Criminal Record and Vulnerable Sector Police Records Check, before their applications will be considered.**