



## **POSITION DESCRIPTION – AQUATICS COORDINATOR**

### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated for over 100 years and has operated Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County. Kiwanis Sunshine Point Camp is a five-day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over seven weeks. Five weeks are reserved for boys and girls ages seven to eleven. Two weeks are reserved for 12–14-year-olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training June 29–July 3. Our staff spend the weeks onsite and may sleep in a camper cabin and in some cases in a staff cabin. Staff is responsible for bringing their toiletries and linens. Our staff join our campers for all meals.

### **Position Summary**

Reporting to the Directors, you are responsible for participating in and assisting in the development and implementation of an all-inclusive water safety program while providing a fun atmosphere for campers. The Director of Aquatics is in charge of ensuring the maintenance of the pool. You are also responsible for directing and supervising three lifeguards.

### **Salary...\$21.45 hour (40-hour week)**

### **Position Requirements**

- All relevant requirements (including but not limited to NLS) for recognition as a Lifeguard.
- Proven supervisory and teamwork skills are necessary.
- High energy level.
- Previous residential camp leadership experience preferred.
- Desire to work with, and teach, children.
- CPR and Standard First Aid are required.
- Current Vulnerable Sector Check required.
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults is preferred.
- Preference is given to those enrolled in a secondary school program and returning to school in the fall.

### **Position Responsibilities (include but are not limited to)**

- Planning, implementing, and directing all related Pool activities differentiating for a range of ages.
- Supervising and directing the 3 lifeguards with pool safety and maintenance.
- Maintain a consistent professional attitude and report any professional concerns to Camp Directors.
- Interaction with campers and dealing with problems as they arise.
- Attendance at, and participation in, regularly scheduled staff meetings.
- Maintenance of a safe environment for campers and staff with daily cleaning of the pool and close monitoring of chlorine and other chemicals.
- Very prompt update to Camp Directors if any inventory of supplies gets low.
- Assist Assistant Director Medical with the provision of First Aid.
- Assist Camp Administrator in ensuring camp is left clean, safe, and in good order at the end of each week.
- Other duties as assigned by the Camp Administrator or Camp Committee Chair.