



Recreation Staff - Lifeguard and Canoe Instructor Job Description

Staff Code of Conduct

1. The #1 priority of the staff is the well being and safety of the campers and other staff members. Any mistreatment of campers or others including sexual or emotional abuse or inappropriate behavior will be cause for dismissal.
2. Staff should be a positive role model of acceptable behavior and values, and should display enthusiasm at all times. Staff behavior (language and actions) represents the camp and its values.
3. The possession and/or use of illicit drugs, alcohol or tobacco at camp will not be tolerated and will result in immediate dismissal. All medications must be reported to the assigned first-aider and kept in the medical cabin.
4. The care of camp property and equipment is everyone's responsibility. Staff will be held responsible for blatant misuse of or negligence towards the camp property.
5. Be aware that Sherbrooke Lake is a Christian camp and is owned by the United Church of Canada and must understand the important beliefs of the church.
6. Arrives at camp by 12:30pm on Sunday. To depart on Friday when the Camp Director has declared that all necessary tasks have been completed.
7. Take part in all recommended training sessions and camp-wide activities.
8. Report problems with campers, staff (or children) to the Camp Director immediately.
9. Complete and submit a week-end report as require by the Camp Director.
10. Submit a summer end report to the Personnel Committee of Camp Council before the final cheque is given to the staff member.
11. Follow all rules and regulations as laid down by Camp Council and adhere to the Policy Manual.
12. Staff is to complete incident or accident reports immediately after any occurrence and give them to the Camp Director.
13. The Leader's Lodge is out of bounds to Counsellors and CITs. Senior staff will enforce this.
14. Staff rooms are to be kept tidy and clean. This includes the deck outside their rooms. Electrical appliances are to be used conservatively.
15. The kitchen is out of bounds to staff members except the cooks or those whom the cooks request to help. The Camp Director will set up a schedule for use of the shower.
16. Counsellors and CITs must stay with their campers a minimum of 30 minutes after lights out or until the campers are settled. Counsellors and CITs are to go to bed by 12midnight and Senior staff must be in their rooms by 12:30pm.
17. Use of the telephone must be cleared with the Camp Director.
18. All staff must complete, with the Camp Director, their weekly verbal or written evaluations.
19. All staff are under the supervision of the Camp Director and must carry our duties assigned by the Camp Director.

Recreation Staff - Lifeguard and Canoe Instructor

1. Be a Senior Counsellor where required and provide supervision for Counsellors and campers assigned to them
2. Plan a meaningful and structured Canoeing program with lesson plans for Junior and Intermediate camps.
3. Work with Lifeguard counterpart to ensure safety of all who use the Sherbrooke Lake Waterfront and follow rules set out in the Policy Manual. Meet with Director during pre-camp Training to discuss safety regulations and how they will be enforced during the summer.
4. Work as a team with the other recreation staff to plan activities, games, themes and events for the camp as a whole.
5. Meet regularly with Recreation Staff to plan and organize camp wide programming.

6. Explain the “Buddy Board” and all Waterfront rules to campers on Sunday afternoon of every camp. Understand that although the Camp Director has overall responsibility for campers and staff in every aspect of the camp (including waterfront safety), the Lifeguard is to be directly responsible for campers and staff during all swim times. No one is to enter the water without a Lifeguard on the waterfront.
7. Ensure the spinal board and first aid kit are kept on/by the lifeguard stand during swim times and put away at the end of the day.
8. One Lifeguard will be on the lifeguard stand and one will be on the raft.
9. Be responsible for the tidiness of the canoe boat house and the beach after free swims and on a daily and weekly basis and at summer’s end.
10. Be responsible for all waterfront activities, including canoeing. Together with other senior staff, plan and carry out Waterfront activities, including activities on Friday mornings.
11. Be responsible for minor repairs (and report any major repairs to the Camp Director) of canoes, paddles, PFD’s, motor, motor boat and paddle boats prior to the start of camp and through out the summer.
12. Ensure that the motor is put on the boat on Sunday afternoon before campers arrive and is removed every night before going to campfire. Ensure safe storage on weekends.
13. Organize with help from the Camp Director an overnight out trip for Senior Camps. Be responsible for logistics and planning to jeep the canoe trip and equipment in order.
14. Be in a mentor and role model position for all Counsellors and CITs
15. As part of the recreation team organize Rotation schedules for the campers.
16. Keep an inventory of all Waterfront and OLS supplies.
17. Consult with the Camp Director and Assistant Director regarding the purchase of new or replacement supplies. This list needs to be to Assistant Director by Friday of each week.

I agree to abide by and uphold the United Church of Canada values of Sherbrooke Lake Camp, the job description of the Lifeguard and Canoe Instructor, the Staff Code of Conduct and Policy & Procedures as set out by the Camp Council.

Agreed Salary: _____

Name (printed): _____

Signature: _____ Date: _____