Swim /Day Camp Program Coordinator

(Recreation Department Competition 17-07-RD)

Job Summary:
The Swim & Camp Coordinator is responsible for overseeing all waterfront and day camp programs for the Township of South Frontenac. This includes supervising all staff, ensuring program effectiveness and monitoring the swim instruction programs at all sites.

Minimum Qualifications:
- Swim Instructor Course Certification
- At least 18 years of age
- NLS Certification
- Current CPR and First Aid Certification
- Must have valid Driver's Licence, insurance and vehicle to travel to all sites within South Frontenac

Knowledge and Skills:
- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership, supervision and public relations skills
- Communication skills
- Decision-making skills
- Strong computer skills and comfort with computer software such as databases

Responsibilities:
- Interviews and hires staff with the Recreation Supervisor and/or Human Resources
- Develops and distributes advertising and promotion of the swim and camp programs
- Provides registration opportunities for residents within the Township of South Frontenac
- Maintains the swim and camp registration database
- Provide direction to and supervises site coordinators, lifeguards, instructors, assistant instructors, camp counsellors and volunteers of site
- Monitors attendance, punctuality and work habits of staff and provides feedback as required
- Orders all equipment related to swim program (i.e. buoys if needed, first aid kits, badges, report cards, uniforms etc.)
- Provides programming for day camp program and swim instruction
- Deals with any problems to the best of their ability and directs more challenging problems to the Recreation Supervisor
- Provides facility maintenance and beach cleanup
- Complies with The Township of South Frontenac policies and procedures
- Completes Incident Reports, as required
- Completes a comprehensive end of season report with future recommendations.

Responsible To:
Recreation Supervisor