EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Waterfront Coordinator

Number of Positions: 1
Reports To: (Preseason) Manager of Recreation; (Camp Season) Recreation Supervisor
Location: Camp Merrywood (MWC) (Perth, ON)
Employment Dates and Compensation:
Pre-season: Jan 15, 2027 – May 17, 2027. 5hrs/week, remote, flexible. $23/hr.
Onsite: May 18, 2027 – August 31, 2027. $155/day + meals and accommodation.

At Easter Seals Ontario, we provide overnight camping opportunities for kids and young adults with physical disabilities. Each summer we welcome staff from all over the world and pride ourselves on providing a hands-on pre-camp training, so our staff are equipped with all the skills they need to give our campers a great experience. Our camps make many traditional summer camp activities accessible and inclusive, such as swimming, boating, archery, high ropes, and more! Check out our website to learn more about our locations in Perth, Ontario and London, Ontario.

During the **Pre-Season**, the Waterfront Coordinator will report to the Manager of Recreation and contributes to the planning of all staff orientation and supports the hiring of waterfront and pool summer camp staff.

During the **Camp Season**, the Waterfront Coordinator will report to the Recreation Supervisor and collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture. The Waterfront Coordinator directly supervises the Boating Head, Pool Head, and the Boating and Pool program teams. The Waterfront Coordinator is responsible for overseeing the planning, implementation, risk-management, scheduling, inspection and reporting related to all pool and waterfront activities. This includes sailing, kayaking, canoeing, swimming, fishing, and any other activities that are hosted at the pool or waterfront activity areas.

Summary of Essential Job Functions
Pre-Season

- Assist in the hiring of pool and waterfront staff.
- Assist in planning staff training and share responsibility for planning, implementing, and overseeing a camper-focused camp program and culture.
- Review the camp risk management procedures and safety protocols, ensuring a thorough understanding and the ability to appropriately respond to incidents.
- Develop program goals that follow Easter Seals Ontario camping goals & objectives.

Camp Season

- Reporting to the Recreation Supervisor, collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture.
- Deliver comprehensive pre-camp training for all waterfront staff, covering safety protocols, emergency procedures, and skill instruction.
- Facilitate waterfront and pool specific activity area training for all staff.
- Develop, implement, and monitor a comprehensive risk management plan for all waterfront areas, ensuring staff consistently follow safety procedures.
- Monitor and evaluate waterfront programs regularly to ensure they are high quality, creative, safe, and designed to be inclusive and accessible for all campers in each session's age group and ability range.
- Proactively identify and address operational or safety concerns to maintain smooth and safe waterfront operations.
- Hold regular team meetings with waterfront staff to provide guidance, feedback, and support.
- Remain visible and accessible by participating in camp programs when able.
- Maintain current knowledge of OCA and provincial regulations related to waterfront operations (e.g. pools, swimming, sailing, canoeing) and ensure full compliance in all waterfront activities including but not limited to public pools, swimming, sailing, kayaking, and canoeing. Ensure that these standards are met at all times.
- Supervise and evaluate the waterfront and pool program staff on a regular basis, both formally and informally, and provide them with written evaluations midseason and upon completion of their contract.
- Submit of session reports, logs, inspections, schedules, and safety documentation on time.
- Uphold and model all camp policies and procedures outlined in the Staff Resource Manual, Risk Management Plan, and Leadership Team Manual.
- Perform any other duties as assigned by the Recreation Supervisor or Manager of Recreation.

Physical Aspects of the Position

- Ability to communicate clearly, and work with groups, and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behaviour and use appropriate behaviour support techniques, always prioritizing camper safety.
- Must be able to perform emergency and crisis response procedures (fire, evacuation, illness, or injury).
- Able to manage lifting, bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Able to manage lifting, some bending, stooping and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Must be able to safely lift and transfer campers or equipment, often exceeding 25 kg, using proper techniques and with team support as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Minimum Requirements

Minimum age: 18 years old

- Minimum 2 years waterfront experience is required.
- Required certifications: Valid NL, Pleasure Craft Operator Card, Standard First Aid/CPR-C.
- Preferred certification: Red Cross or Lifesaving Society Instructors Certification.
- G Class license or willing to obtain.
- Experience instructing adaptive recreation is an asset.
- Familiarity with Easter Seals Ontario Camper community an asset.
- Comfortable providing personal care.
- Strong communication, organization, teamwork, and leadership skills.
- Comfortable working in an Office 365 (Teams, Outlook, Excel, Word).
- Must provide clear background check completed within 1 year of the start date of the contract.

Other Considerations

- Work part-time offsite from January - May and full-time onsite from May – August.
- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.
- It is recommended that all staff be fully vaccinated against communicable illnesses such as Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing leadership responsibilities and program oversight.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.
- Onsite housing provided for camping season; meals provided during camp sessions.
- Required to be on-call for a minimum of two of the changeover periods during the summer.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion, or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.