



Hidden Acres is a summer camp and retreat centre located in Perth County, Ontario between Kitchener-Waterloo and Stratford. Our co-ed camp programs for ages 5-35 are full of fun and engaging activities along with opportunities for staff and campers to experience growth in every area of their lives. We are a charitable, non-profit organization and are an accredited member of the Ontario Camps Association and actively involved in the Mennonite Camping Association and Christian Camping International - Canada.

Job Title - Waterfront Director & Camp Medic

Duration: May to August 30

Wage Range: \$7600-\$8800

The mission of Hidden Acres Mennonite Camp and Retreat Centre is to provide a welcoming, peaceful gathering place where diverse groups of people experience life-giving connections with God, one another, and nature.

We strive to live out our mission statement in our hiring practices, welcoming and encouraging applications from diverse groups of people. Accommodations are available on request for candidates. Please let us know how we can help you in the application and hiring process.

The roles of Waterfront Director and Camp Medic can be combined and filled by one person or they can be split between two people. The Waterfront Director will be responsible for all of the activities that take place at Lake Laverne, our spring fed pond, including our canoeing stream. The Camp Medic will be responsible for overseeing all of the first aid that is required at camp and will also receive medication from parents and distribute it to the campers according to the instructions given. The Waterfront Director and Camp Medic roles will be key in managing any emergency situations that may arise while camp is happening.

Requirements for all Staff

- While the program is running, living on site is an expectation and room and board are provided.
- Motivated to make a difference and have a positive impact on our society and community.
- Has a genuine love for, and interest in, working with children, including those who have emotional, physical, behavioural, or developmental special needs, in an inclusive summer camp program.
- Has knowledge of the Christian faith and is willing to work supportively in a faith-based setting.
- Is able to find a healthy balance between following directions and taking initiative to see what needs to be done and do it.
- Is able to find a healthy balance between working hard to accomplish what needs to be done, achieving personal goals, motivating others to have fun while having fun yourself, and contributing to meeting the mission of Hidden Acres.
- Demonstrates flexibility, an ability to change tasks or directions with ease, and a willingness to assist cooperatively in a variety of tasks and programs as time allows.
- Displays patience, a commitment to working well with others, and the ability to solve sometimes complex problems. This is all done while maintaining a positive attitude towards others and assigned tasks.
- Models excellent leadership behaviours and participates in all aspects of camp life.
- First Aid, CPR and/or lifeguarding qualifications (NL certification or higher) are an asset, but not required.
- Is able to participate in our two Staff Orientation events: May 3-4 and June 23-28

Requirements for the Waterfront Director

- Must be 18 years of age or older and have a minimum of 250 hours of relevant experience.
- Must have a current National Lifeguard Service (pool or waterfront option) certificate and current First Aid qualifications (minimum requirement is Standard First Aid with CPR).
- A current ORCKA (canoeing) certification is an asset.

- Is able to creatively and enthusiastically organize and effectively lead small and large-group activities for campers and staff.

Requirements for the Camp Medic

- Must be 18 years of age or older .
- Must have up to date and current First Aid qualifications (minimum requirement is Standard First Aid with CPR).
- Is able to creatively and enthusiastically organize and effectively lead small and large-group activities for campers and staff.
- Must have medication administration experience/training or be willing to complete a Medication Administration training course before summer camp begins.

Responsibilities of the Waterfront Director

- Prior to school groups and camp starting, read reports from past Waterfront Director/Camp Medics and plan the various waterfront activities and order any necessary supplies.
- Implement a meaningful and safe swimming program according to the age, interest and ability of the campers.
- Is responsible for planning and implementing the canoeing stream according to the age, interest and ability of the campers.
- Along with the Program Director and Summer Program Coordinator, coordinate emergency procedure drills including water and land searches.
- Is responsible for the supervision of the Lifeguards along with leading the on-site waterfront training.
- Is responsible for the care and maintenance of the beach area and equipment.
- Be available to help in other areas of the camp program as a member of the staff team as needed.
- Submit a written report, due within **two** weeks of camping ending that includes a description of your program area of responsibility, an evaluation of the programs, a final inventory of supplies and recommendations for the next year.
- The Waterfront Director is responsible to the Summer Camp Director and works with the Summer Program Coordinator to coordinate scheduling the lifeguarding staff for waterfront supervision, the canoeing program, swimming tests and other aquatic activities.

Responsibilities of the Camp Medic

- Prior to school groups and camp starting, read reports from past Waterfront Director/Camp Medics.
- Is responsible for the camp's First Aid program and overseeing all of the first aid administered.
- Along with the Program Director and Summer Camp Director, will be a part of the response to, and management of, any outbreak of a communicable disease at camp.
- Under the general supervision of the Program Director, be responsible for the collection and distribution of medication to campers and staff.
- Order any necessary first aid or health care supplies and ensure all first aid kits are sufficiently stocked throughout the summer.
- Be available to help in other areas of the camp program as a member of the staff team as needed.
- Submit a written report, due within **two** weeks of camping ending that includes a description of your program area of responsibility, an evaluation of the programs, a final inventory of supplies and recommendations for the next year.
- The Camp Medic is responsible to the Program Director and Summer Camp Director.

Notes: A completed Hidden Acres Staff application and a current police record check for the vulnerable sector are required before starting any staff position at Hidden Acres.