

### **The Opportunity**

#### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

#### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

#### **About The Role**

*This role carries with it all the responsibilities and expectations of a Staff Counselor, with exceptional responsibilities added to it. **Please thoroughly review the Staff Counselor job description** and recognize that you'll operate with some flexibility and independence in fulfilling this role.*

The person hired for this position would be involved in ensuring that safety procedures are in place and acted on as needed to ensure the well-being of campers, staff and volunteers during camps on site and at the beach. The Lifeguarding and Health Officer roles each come with unique responsibilities listed below.

#### **Job Description**

##### *Lifeguarding Responsibilities*

- Ensure that camp policy, training and practices are conducive to water safety and medical guidelines and meet legal and MCA requirements.
- Assess swimming conditions, decide when water activities should be canceled or cut short.
- Ensure that water safety equipment is brought to the beach and that swimming limits are clearly marked by lane ropes, etc...
- Scan the swimming area for hazards (St Malo Provincial Park has a groomed beach)
- Supervise and train assistant lifeguard(s).
- Actively supervise swimmers and oversee supervisors.
- Report to the Camp Coordinator if staff or volunteers are not following water safety and conduct policies and procedures.
- Perform regular "Buddy Checks"

- Respond to water based emergencies.
- Diagnose and treat any injuries and illnesses for all camp campers, staff and volunteers.
- Communicate when necessary with parents, the Camp Director, and medical personal about any injuries or illnesses

#### *Health Officer Responsibilities*

- Determine if a camper, staff, or volunteer should be taken to the hospital in an emergency situation, or call for an ambulance if needed
- Determine if a camper, staff, or volunteer should be taken to the hospital in a non-emergency situation and notify the Camp Coordinator
- Act as the first responder and administer first aid as needed
- Be responsible for securing and supervising the administration of medications
- Be responsible for ensuring all health forms are complete, up to date, and kept confidential
- Create medical logs for each individual camper and all the medications that they receive

#### **Requirements**

- National Lifeguard Certification
- Trained in Intermediate First Aid, CPR C & AED
- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Google Workspace, email) required
- Ability to work full time June 2nd, 2025 through August 23rd, 2025 required
- Class 5 driver's license an asset
- Clean criminal record check and not on the child abuse registry

#### **Position Details**

- Position starts June 22nd, 2025 and ends August 23rd, 2025
- \$17.80/hr. with a maximum of 40 hrs per week
- Free room and board when staying on site
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

#### **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early April, with the hopes of filling the position by April 30th. Please send your resume and cover letter to [camps@catholicway.net](mailto:camps@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.