

## DO YOU:

- Want to empower youth of all ages while working in the outdoors?
- Want to help transform adults and students from around the world with creative thinking and teamwork?
- Like to challenge yourself and work hard for what you believe in?
- Oh...do you love the water and hanging out at the beach?

Then we are the match for you!

## Duties and Responsibilities:

### Primary Role: Waterfront Coordinator:

The Waterfront Coordinator handles all aspects of the day to day water operations. You will oversee the training and qualifications of staff involved in lifeguarding and are responsible for ensuring appropriate supervision of swim areas and other waterfront activities. The Waterfront Coordinator will ensure all safety standards are upheld and that a positive and safe experience is had by all guests.

### Secondary Role: Program Facilitator:

Program Facilitators work as a team to plan and facilitate exciting leadership, experiential and recreational - based programming for guests. Versatile by nature, each Program Facilitator serves as a frontline customer service ambassador prepared to take on a variety of tasks to ensure that a positive and unforgettable experience is had by all guests; **this is the Bark Lake Advantage.**

### Responsibilities include:

- Training staff - Waterfront Safety Policies and Procedures, both NLS staff and Program Facilitators.
- Responsible for the care of waterfront area, canoe beach, second beach and other unsupervised water areas.
- Assist with training and maintenance of canoe, kayak, and other boats.
- Maintain inventory of all waterfront equipment and gear.
- Ensure waterfront paperwork is up to date and filed.
- Act as the Head Lifeguard and supervise other NSL staff.
- Ensure risk management remains a key priority in program delivery.
- Opening and closing of waterfront and related activities.
- Ensure guests experience a high level of passion and professionalism.

### Additional duties include:

- Leading up to three 2-hour program periods plus an evening program per day, if required.
- Preparing all program activities and areas for use, and ensuring areas are tidy after program conclusion.

- Assisting with Dining Hall routine and Tuck Shop operations.
- Assisting with overnight client support.
- Supporting the design and development of new programs for Bark Lake.
- Providing customer service through serving or bartending support to weddings and other special events.
- Occasionally assisting with Food Services, Housekeeping, and Maintenance as required.

### Qualifications and Skills:

#### Specific Job Skills:

- Hold a current National Lifeguard Service Certification (waterfront or Pool) & Pleasure Craft Operator card.
- Experience in lifeguard or swimming instructor position (minimum 2 years preferred) at a pool, or waterfront area.
- Working knowledge of running a motor boat, care and maintenance.
- Must be able to actively work long hours, lift and move heavy objects, and work outside in all weather conditions.
- Enjoy working with Canadian and international youth and adults in an outdoors setting.
- Able to provide outstanding and professional customer service to adult and corporate guests.
- Able to work a flexible schedule including evenings, weekends, and holidays.
- Hold a current Standard First Aid or Wilderness First Responders or Advance First Aid with CPR.
- A graduate or returning student of a post-secondary institution.
- Able to submit a clean Vulnerable Sector Police Record Check.
- **Must be available from April 30<sup>th</sup> - May 4<sup>th</sup>, 2019 for Mandatory Staff Training.**

#### Soft Skills:

- Outstanding professional customer service
- Sense of humour
- Able to work under pressure
- Able to take initiative and receive feedback
- Able to work unsupervised as well as part of a team

Additional Qualifications: (Preference maybe to give to Candidate who has these additional certifications)

- Challenge Course Certifications: ACCT Level 1 or 2
- ORCKA Basic Canoe – Kayak - VC Instructor or equivalent
- ORCKA Canoe Tripping Level 3 or equivalent
- Ontario Certified Teacher/ESL Training
- Wilderness First Responder or Wilderness Advance First Aid
- Facilitation Training
- Food Safety Training
- Smart Serve

### Compensation:

Daily base pay \$150.00 (based on 10 hour day)  
Additional pay based on certifications and experience  
Room and board is provided (based on shared accommodations)

### Length of Contract:

April 15<sup>th</sup> – October 31<sup>st</sup>, 2019 (Spring to Fall Contract based – 6 Months)  
Mandatory training: April 30<sup>th</sup>, 2019 - May 4<sup>th</sup>, 2019  
*Possibility for contract extension based on performance*

### Application Process

1. Submit your *resume*, *cover letter* and 3 *references* to:

Joe Fortin – Program Manager  
Bark Lake Leadership and Conference Centre  
1551 Bark Lake Dr., Irondale, ON K0M 1X0  
Email: [jfortin@barklake.com](mailto:jfortin@barklake.com)

Cover letter, resumes and references should include all your relevant skills and experiences and indicate how you will add value to our program and team.

2. Interview process: There will be three rounds of interviews:
  - i) Phone interviews – week of March 4<sup>th</sup> - 8<sup>th</sup>, 2019
  - ii) Second round interviews - week of March 11<sup>th</sup> – 15<sup>th</sup>, 2019
  - iii) Third round – Team Selection Camp (Group Interview) – March 24<sup>th</sup>, 2019
3. Applications will be reviewed by the Program Department. Only successful candidates selected for an interview will be contacted.

Closing: February 25<sup>th</sup> at 12:00 pm

Do YOU have what it takes to join THIS team?

Bark Lake Leadership and Conference Centre is committed to workplace diversity and provides accommodations, whenever possible, to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Bark Lake at 1-888-517-9999 or email [maria@barklake.com](mailto:maria@barklake.com).