



AQUATICS PROGRAMMER

The NLS – Aquatic Programmer's primary role at the BC Easter Seals Summer Camp is to work on the programming team to provide a wide variety of fun, safe, camp activities that uphold the Camping Program Objectives and comply with the Society's Policies and Procedures, while further developing campers' appreciation, enjoyment and skills surrounding water activities.

Duties include, but are not limited to the following:

Program

- Provide a wide variety of activities related to the outdoors. This will include regular program activities as well as all camp activities. These programs will be safe, fun and adapted so that all can participate.
- Programs must satisfy the following requirements:
 - They are unique to the camp environment.
 - They are a safe, fun and encouraging experience.
 - They encourage the development of physical and social skills, and focus on ability and independence.
 - They are age appropriate and encourage a health leisure repertoire.
 - They contribute to the camper's development as an individual and as a group member.
 - They are imaginative and flexible (i.e. taking weather, energy levels and physical, medical, emotional needs into consideration).

General

- Complete all necessary paperwork and documentation in time required.
- Foster a co-operative working atmosphere at all times.
- Work night duty and rest duty as required.
- Attend and participate in program and all staff meetings.
- Establishment and organization of the Programmer Office, ensuring it is kept well stocked and in good order.
- Responsible for weekly program area and site cleanup. Responsible for all aspects of end of season cleanup for their area and assisting with general end of season site cleanup
- Maintain an inventory of supplies to be submitted at the beginning and the end of the camping season. Purchase supplies as required according to purchasing guidelines, while staying within the program budget.
- Responsible for all aspects of a program including preparation and clean up.
- Advertise and promote programs to campers and staff.
- Assist Counsellors and Personal Support Workers in adapting the activities to the specific needs of the camper.
- Submit a Programmer Report for each session that describes both regular programs and all camp activities. Submit a Year-End report at the end of the summer.
- Other duties as directed by the Camp Coordinators.

NLS Duties

- In addition to general program duties, the NLS will:
- Perform daily audits of the pool & waterfront equipment.
- Ensure that all safety regulations are followed in the pool & at the waterfront.
- Oversee that a maximum ratio of 3 campers to 1 staff is met in the pool and a ratio of 2 campers to 1 staff is met in the canoes at all times.
- Be conscious that the maximum of 30 people in the pool is never exceeded with only one lifeguard on duty.
- Create a schedule on Day 1 of when each buddy group will attend waterfront that week.
- Fill out off-site forms for waterfront trips and hand these forms into the Health Care Team in adequate time. Communicate any safety concerns to the Coordinators.

Orientation Duties

- Participate in a 2 day NLS specific orientation.
- Review past NLS reports and inventory lists.
- Request or purchase any required supplies.
- Organize the equipment room and waterfront van.
- Facilitate a pool & waterfront orientation for the staff and ensure that they understand and are comfortable with all the policies and emergency procedures.

End of Summer Duties

- Submit an end of the year inventory list and wish list to the coordinators.
- Ensure all supplies are stored away in an organized fashion.
- Write a NLS year-end report

Safety

- Recognise the hazards of the program, the variety of participant abilities and the environmental factors. Take steps to ensure hazards are removed or minimized as much as possible.
- Ensure equipment is cared for and maintained and old, damaged, unsafe or unsuitable equipment is repaired or discarded and replaced immediately.
- Be completely familiar with and uphold all policies and procedures related to their area, as well as a basic familiarity with other program areas. Ensure Society's objectives are maintained and adhere to all other general staff policies and procedures.
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.