



Ontario Educational Leadership Centre  
*Student Leadership d'Élèves | Since • Depuis 1948*  
Centre d'Animation Scolaire de l'Ontario

*Imagining Possibilities...  
Realizing Potential.  
Imaginer des possibilités...  
réaliser le potentiel.*

The Ontario Educational Leadership Centre (OELC) is a not-for-profit residential Centre located on a beautiful setting on Lake Couchiching just north of Orillia. that provides leadership development sessions for students from across the province. For 70 years, since 1948, Ontario Educational Leadership Centre/Centre d'Animation Scolaire de l'Ontario (OELC/CASO) has delivered programs focused on engaging and educating youth to maximize their potential as leaders, encouraging them to participate and positively contribute in their schools and local communities. Annually OELC/CASO reaches ~2150 Ontario youth, in grades 6-12, through our OELC/CASO courses. Full description at [www.oelccaso.com](http://www.oelccaso.com)

### **Waterfront Director & Summer Administration Position Summary**

Employment dates – May 25-August 29, 2018

The successful candidate will hold the OELC/CASO participant experience as the highest priority while supporting the overall daily operations of the Centre in a safe and well-maintained environment.

#### **Waterfront Role & Responsibilities:**

- Communicate, coordinate and implement swim testing procedures.
- Supervise assigned areas to ensure the safety of all swimmers.
- Ensure that all rules and regulations are adhered to ensuring safety.
- Provide first aid treatment as required.
- Update the waterfront log by recording and documenting any incidents.
- Open and close the waterfront, ensuring the safety of all participants while in the pool.
- Maintain direct contact with patrons and communicate with them in an effective manner.
- Responsible for maintaining the cleanliness of the waterfront area.
- Conduct facility inspections, complete checklists and advise Centre Manager of any concerns found.
- Assist leaders with questions regarding waterfront procedures, activities and general information.
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program.
- Other waterfront duties as assigned.

#### **General Role and Responsibilities:**

- Support general office administration with respect to course arrival/departure, registration process and payment follow up.
- Support the development and deliver spring & summer social media plan.
- Create daily posts across various social media platforms to report daily highlights in French and English.
- Support administration in tuck shop operations.
- Management of multiple projects with the ability to be flexible and adaptable with changing priorities.
- Assist with general marketing efforts.

- Conduct administration tasks in support of the promotion and planning of the 70<sup>th</sup> anniversary open house.
- Attend climbing wall and low ropes certification provided by OELC/CASO.
- Support or act as lead facilitator for various experiential learning initiatives where required in French and English (ie. Escape Rooms, Ropes Elements, Sherpa Walk, etc.).
- Maintain and assist with the general cleanliness/organization of the grounds and facilities when necessary.
- Other duties as assigned.

Requirements:

- Current National Lifeguard Service's certificate (dated 2 years or less).
- Standard First Aid with CPR certification.
- Experience with waterfront and swim testing oversight.
- Must possess excellent customer service skills and be able to work as part of a team.
- Strong verbal and written communication skills.
- Detail-oriented and works with a high degree of accuracy.
- Ability to multi-task in a fast-paced environment.
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion.
- Enthusiastic, service oriented, sound judgment in carrying out daily tasks, able to meet deadlines and work well under stress, able to take direction through constructive criticism and direct feedback, detail oriented and flexible.
- Demonstration of effective interpersonal and communications skills.
- Must provide Vulnerable Sector police check.
- Must be able to live on site, at OELC/CASO, between May 25-June 2, June 7-14, June 21-August 29
- Driver's license an asset.
- Ability to speak French an asset.
- Availability to interview on Tuesday, May 22.

Salary will be \$18/ hour for two hours per day when assigned to waterfront and \$15/hour for balance of day in support of administrative functions.

Please submit your resume and covering letter to [jobs@oelccaso.com](mailto:jobs@oelccaso.com). Accepting applications until position is filled. First review of applications will occur Friday, May 18<sup>th</sup>. Notification of first-round interviews will be sent out on Saturday, May 19<sup>th</sup>.