

YMCA Camp Arbutus Hayo-Went-Ha

Sailing/Boating Director

Job Description

Desired Qualifications

- Training and experience in boating activities and management
- Training and experience in working with children
- Enthusiasm, sense of humor, patience and control
- Current CPR and first aid certifications
- Current boating certificate
- Desire to work and live in a camp community

Responsible to

Program Director and Camp Director

Camp Goals/Mission

The mission of YMCA Camp Arbutus Hayo-Went-Ha is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

General Responsibilities

To plan, direct and supervise camp's boating program.

Specific Responsibilities

1. Ensure each staff member and camper uses their identification tag when boating
2. Participate in and lead specific areas of staff training pertaining to the boating program and staff responsibilities when assigned to the Cove area.
3. Lead boating orientation for campers on each opening day
4. Set up lake and boating area during staff training.
5. Conduct initial and end of season inventory, and store equipment for safely.
6. Check equipment and make (or file for) repairs.
6. Coordinate coverage of the Cove area.
7. Conduct daily check of the area and equipment for safety, cleanliness and good repair.
8. Write (with help of activity assistants) and check all lessons plans to make sure they foster participants boating skills.
9. Keep records on all participants; help them progress from beginner to advanced levels.
10. Award recognition and participation certificates to campers and staff when earned.
11. Assist with Program Director for special events at the Cove.
12. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
13. Evaluate current season and make suggestions for the following seasons.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Boating Director needs to communicate effectively to enforce safety regulations, lift/assist campers or staff; must be able to train staff; observe camper behavior; identify and respond to hazards; work with different age and skill levels, repair or submit repair orders for equipment; plan and conduct daily events and activities.