



## **Position: Head of Boating**

### **PRE-REQUISITES:**

- Age Requirement 21+ (ACA regulations)
- Certification Requirements: LGT, CPR-PR
- Ability to commit to contract dates to be determined but will include Leadership Training, Orientation and The 7 Week Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew as determined.
- Knowledge of boat rigging, care of boats, boat parts and boat safety
- Experience with rowing (could be crew or in a rowboat)
- Experience managing staff
- Experience in working with or teaching children
- Hard-working, flexible, organized, and patient

### **JOB DESCRIPTION:**

#### **Essential Job Functions**

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers,
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

#### **Head of Boating**

- Manage all aspects of the Boating Department
- Teach beginner through advanced boating skills to campers aged 7-17 years old. Occasionally there may be a responsibility to teach younger children. Please see Levels for the skills that will be taught
- Teaching ratio is 1:10 campers
- Supervise one other boating staff member

#### **Lodge Counselor (female) (see attached for more detail)**

- Live in a cabin with 1-2 other counselors and be responsible for campers.
- Plan, participate and interact with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

#### **Non-Lodge Counselors (male) (see attached for more detail)**



- Does not live with campers
- Have additional responsibilities and duties at Camp

### **RESPONSIBILITIES:**

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper Level achievements in Boating
- Record daily camper attendance
- Manage 4 one hour activity periods per day (Monday through Saturday) during which lessons will be taught to campers
- Observe staff teaching skills and evaluate job performance for other staff member
- Organize Boating demonstrations for Parent Visiting Weekend in July
  
- Complete a final written Activity report and any other paperwork as required
- Lifeguarding during activities
- Additional lifeguarding duties as assigned outside of your activity

### **STAFF TRAINING:**

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings share information with boating staff and utilize this information while running your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures, and evaluate all aspects of your department.

### **COMPENSATION PACKAGE:**

Our compensation package is based on education, experience and length of contract. It includes:

- Salary for the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract