



Position: Head of Diving

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.
- Experience with springboard diving, understands the mechanics of diving
- Experience teaching children
- Must be a self-starter as this is a single instructor activity
- 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 Diving

- Manages and runs all aspects of the Diving department
- Teaches beginner through advanced diving 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
- This is a half diving/half swimming instructor position
- Teaching ratio is 1:8 campers

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

- Lives in a cabin with 1-2 other counselors and is responsible for campers.
- Plans, participates and interacts with campers in a variety of activities in the cabin
- Participates in unit activities and unit duties

Non-Lodge Counselor (male) (see attached for more detail)

- Does not live with campers.
- Has other responsibilities and duties around Camp

RESPONSIBILITIES:



- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Diving
- Record daily camper attendance
- Manage one hour activity periods (Monday through Saturday) during which lessons will be taught to campers
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- Organize Diving demonstrations for Parent Visiting Weekend in July
- Teach swimming lessons to campers
- Complete a final written Activity report and any other paperwork as required
- Lifeguarding during activity time (diving)
- Additional lifeguarding duties as assigned outside of your activity and during different times of the camp day

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 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 based on 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