



Position: Head of Kayaking

PRE-REQUISITES:

- Age Requirement 21+
- 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 flat- water kayaking
- Experience with kayaking techniques, knowledge of boat safety and care of equipment
- Experience in working with or teaching children
- Must be a self-starter as this is a single counselor department
- 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 Kayaking

- Manages and runs this busy Waterfront activity
- Teaches beginner through advanced kayaking 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 1:5 campers.

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 Counselor (male) (see attached for detail)

- Does not live with campers
- Has additional Camp responsibilities and duties



RESPONSIBILITIES:

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Kayaking
- Record daily camper attendance
- Manage 4 one hour activity periods per day (Monday through Saturday) during which lessons will be taught to campers
- Organize Kayaking demonstrations for Parent/Camper Weekend (PCW) in July
- Plan outings off Camp grounds which relate to your activity (as appropriate)
- Complete a final written Activity report and any other paperwork as required
- Lifeguarding during activity time
- 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