



## **Job Description: Canoeing Instructor**

### **Prerequisites**

- Age requirement 19+
- Certifications: Lifeguard Certification, Wilderness First Aid and CPR
- Ability to commit to contract dates to be determined but will include Orientation and the Camp Season
- Contract dates may also include Week at Arcadia, Family Camp, Early Crew and Closing Work Crew.
- Knowledge about canoeing, strokes, parts of the canoe etc.
- Experience working with children
- Experience with wilderness canoeing is preferred
- Experience with whitewater paddling is preferred

### **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.

### **Canoeing Instructor**

- Responsible for teaching Canoeing lessons to campers aged 7 -17
- Responsible for teaching according to Camp Arcadia's activity levels (see attached)
- Teaching 4 activity periods per day (two in the morning and two in the afternoon)
- Work directly with the Head of Canoeing and 4 other Canoeing instructors
- Planning and preparing overnight canoe trips and writing trip reports
- Lifeguarding responsibilities during activity times
- Maintenance of boats and equipment



### **Lodge Counselor (female)**

- Live in a lodge with campers and a co-counselor (Lodges sleep between 4-15 campers, depending on age group)
- Placement with age group occurs during Staff Orientation
- Lodge Counselors work directly with a Unit Coordinator
- Creating a warm “homey” living environment and atmosphere where campers feel safe and happy
- Participate in cabin and unit activities during the camp season
- Work as part of a Unit (age group) to ensure all the campers have an enjoyable summer.
- Attend and participate in weekly Unit meetings

### **Non Lodge Counselor (male)**

- Assigned to a lodge or age group but lives in a different cabin
- Participate in unit (age group) activities such as Unit Evenings, Fabulous Fun Afternoons, etc.
- Communicate with and support lodge counselors
- Responsible for physical duties around camp (i.e. Loading canoes, moving trunks, clearing areas, working on docks, etc.)
- Organize, plan and run evening program
- Work in the office answering phones (Office Duty)
- Complete night patrol rounds twice per week.

### **STAFF TRAINING:**

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

- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies set – up your activity and learn about lodge living.
- Attend weekly Department meetings and Unit Meetings share information and utilize this information
- Meet on a regular basis with your Department Head and Unit Coordinator to review performance and assess successes and failures.

### **COMPENSATION PACKAGE:**

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

- Cash 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