



YMCA CAMP CONISTON
PROGRAM AREA DIRECTOR-CANOEING
JOB DESCRIPTION

Overview:

- Canoeing is a full time program area, meeting both on MWF and TRS.
- This role requires competence in canoeing skills and teaching those skills in a fun and creative way to staff and campers, as well as careful and strict observation of lifeguarding and safety protocols.
- The Canoeing Director reports to the Summer Directors.

Objectives:

- Develop and direct a fun and safe program that allows campers to learn basic canoeing skills and to practice those skills in fun and different ways.
- Ensure safety on the water and in the canoes at all times.

Responsibilities:

- To participate in and to oversee active and careful lifeguarding of campers at all times. Lifeguards should either be standing on land or on the floating dock with a guard tube actively scanning the water or be in fun-yaks among the canoes.
- To ensure that all campers *and staff* are wearing life jackets *buckled and secured correctly* when in boats.
- To supervise the staff and to see that each staff member actively participates in leading and teaching campers.
- To ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To be responsible for the proper care and storage of equipment, especially making sure that canoes do not float away.
- To maintain a safe and clean program area.
- To make sure that campers remain active throughout the period.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.

Things to Know:

- In case of lighting, boats should be brought in immediately and campers should not go into the water for at least 20 minutes after the last lightning or thunder.