



YMCA CAMP CONISTON  
**PROGRAM AREA DIRECTOR-KAYAKING**  
JOB DESCRIPTION

Overview:

- Kayaking is a full time program area, meeting both on MWF and TRS.
- This role requires competence in kayaking 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 Kayaking Director reports to the Summer Directors.

Objectives:

- To develop and direct a fun and safe program that allows campers to learn basic kayaking skills and to practice those skills in fun and different ways.
- To ensure safety on the water and in the kayaks at all times.

Responsibilities:

- To participate in and to oversee active and careful lifeguarding of kayakers at all times. This requires a one to ten lifeguard to camper ratio.
- To ensure that all campers *and staff* are wearing life jackets ***buckled and secured correctly***.
- 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 be responsible for the proper care and storage of equipment, including cleaning the inside of the kayaks as necessary.
- To maintain a safe and clean program area.
- To make sure that campers remain active throughout the period.
- Like other boating activities, kayaking does not have a designated area on the lake, so make sure that all campers are accounted for and that they do not wander too far and that they stay away from other boats, especially motor boats, and that they do not enter swim areas.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- 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 lightning, 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.