



## Job Description

**POSITION:** Noanet Boating Director

### **JOB DESCRIPTION:**

Responsible for implementing boating education and recreation program and maintaining a safe environment for all participants.

### **MINIMUM QUALIFICATIONS:**

- ❖ Minimum age: 18
- ❖ Able to handle diverse tasks
- ❖ Ability to professionally represent Hale in a camp setting
- ❖ Flexible, dependable, and cooperative member of the aquatics leadership team
- ❖ Current Lifeguard, C.P.R., and First Aid Certification

### **RESPONSIBLE TO:**

- ❖ Aquatics Director

### **GENERAL RESPONSIBILITIES TO THE COMPANY**

- ❖ Display a consistent positive attitude towards campers, clients and fellow staff
- ❖ Create and maintain a reputation for credibility, integrity and fairness
- ❖ Uphold the Hale Core Values

### **PRIMARY RESPONSIBILITIES**

1. Implement boating education and recreation program for partner camp groups
2. Manage boating staff
3. Organize the general upkeep and maintenance of beach area, boat house, parking lot, trail from parking to beach, bathroom, picnic area, fishing dock, etc.
4. Maintain a safe working environment for staff and campers
5. Organize and participate in in-service training throughout the summer
6. Maintain consistent communication with Aquatics Director regarding program needs, updates, and safety concerns.

### **SPECIFIC DUTIES**

1. Implement boating education and recreation program for camp groups
  - a. Coordinate and implement curriculum for boating education
  - b. Instruct staff and participants in boat safety, techniques, terminology, and stroke development
  - c. Organize and supervise special events and games involving one or multiple camps
2. Manage boating staff

- a. Oversee staff work schedules and clean-up schedules
- b. Implement feedback and staff evaluation program; clearly communicate and enforce staff responsibilities and expectations
3. Organize the general upkeep and maintenance of boat house, beach area, parking area, trail from parking to beach, bathroom, picnic area, and fishing dock
  - a. Organize and participate in cleaning initiatives for above noted areas
4. Maintain a safe working environment for staff and campers
  - a. Organize lifeguarding schedule for boating programs and insure safety and oversight of all boating areas
  - b. Insuring safety equipment is available for rescues
  - c. Insure lifejackets are worn by all participants
  - d. Insure safety requirements are clearly communicated to and understood by partner camp staff and participants
5. Organize and participate in in-service training throughout the summer
  - a. Implement training and education program to reinforce rescue skills and improve instruction abilities
  - b. Perform capsized, first aid, emergency and general rescue drills for all staff
  - c. Maintain personal health and fitness to be able to perform rescues

**ESSENTIAL FUNCTIONS:**

- ❖ Able to observe, listen to, evaluate and act upon safety concerns related to a large beach operation
- ❖ Able to easily access all areas of Hale by foot
- ❖ Able to appropriately address camper and Partner camp issues in person and on the phone
- ❖ Able to physically assist with facility upkeep at beach area