



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA - SAILING INSTRUCTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 18 years of age
2. Sailing experience or certification
3. Motor boat experience or certification (preferred)
4. Leadership experience (preferred)
5. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth
6. Certified in Standard First Aid/Wilderness First Aid (WFA), CPR and Lifeguard or Wilderness Water Safety (Certifications may be obtained through Camp Manito-wish prior to first day of work)
7. Certified Water Safety Instructor (WSI) (preferred)
8. Good written and verbal communication skills
9. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Waterfront Director
Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to teach sailing skills to participants of various skill levels
2. Ability to teach swimming skills to participants of various skill levels
3. Ability to teach campers about waterfront program activities as learned in staff training and previous experiences according to Camp Manito-wish policies and practices
4. Ability to operate a motor boat or to be trained to do so
5. Able and interested in leading, living alongside, teaching and supporting campers (10-18 years old)
6. Comfortable and interested in outdoor living and outdoor activities
7. Ability to effectively communicate, work independently and meet deadlines
8. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
9. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
10. Able and willing to accommodate and provide equitable experiences to diverse groups of people
11. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
12. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
13. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
14. Able to carry a 75 pound boat and up to 50 pound portage pack or backpack
15. Able to boat or sail for up to 12 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Promote Waterfront safety procedures amongst the staff and campers
2. Act as a primary sailing instructor for the session or assigned dates
3. Facilitate a safe, educational, progressive and fun sailing program including "levels" and tournaments
4. Review and develop lesson plans during training week with updates following throughout the summer
5. Be responsible cleanliness, organization, and management of the sailing area and equipment

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6. Maintain and be accountable for all sailing equipment
7. Utilize and practice industry standard operations and risk management over the sailing area, equipment and program
8. Provide appropriate repairs to sailing area and equipment per skill and expertise
9. Submit maintenance requests for sailing equipment and area as needed
10. Provide Camp front desk night phone duty on a rotating basis including answering the phone, taking messages, and being available to support and direct Camp visitors
11. Deliver program announcements and skits for lesson plans and activities offered for the day
12. Assist in planning and coordinating of special events, activities, skits and other programmatic components
13. Assist in aspects of camper experiences which include:
 - Responsibility for campers' general health, safety and behavior management in camp
 - Knowledge of Program Area, waterfront and Section Game rules while in camp
 - Knowledge of swimming rules while in camp
 - Knowledge and implementation of risk management in camp
 - Ability to provide support and direction to campers
14. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
15. Participate in all evening activities, opening/closing day events, and special activities
16. Become familiar with the use and applications of all items in the program first aid kit
17. Be familiar with emergency procedures
18. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
19. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp- assist in detail and special projects around Camp and maintaining a high standard of cleanliness in bathrooms/washhouses, workspaces, program areas and staff housing
20. Take responsibility over assigned program area details
21. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt retention and labeling, appropriate use of funds, accountability for all petty cash) as applicable
22. Complete all pre- and post-session paperwork including: initial program area inventory, lesson plans, program evaluations, planning paperwork, incidents and near miss reports and end of season inventory
23. Submit an evaluation at the end each session and the end of the summer season as instructed by supervisor
24. Actively participate in all training sessions
25. Attend each meal when not on time-off
26. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
27. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
28. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
29. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
30. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
31. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
32. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
33. Perform other duties as assigned

TIME OFF:

1. Two 24-hour period and one 12-hour period off per session
2. Any other time off at the discretion of the Waterfront Director or Program Director