How to Apply
Complete employment application at [https://prettylakecamp.campbrainstaff.com](https://prettylakecamp.campbrainstaff.com) or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 31, 2020.

Job Title
Boating Instructor

Responsible To
Camp Director, Waterfront Director

Summary
The Boating Instructor works as a team with the Waterfront Director and the Lifeguards to organize and implement a safe, comprehensive and fun boating and fishing program geared to the interests and abilities of campers.

Required Qualifications
1. 18 years of age or older.
2. Ability to live on-site.
3. Certification in First Aid, CPR for the Professional Rescuer, and Lifeguard.
4. Sufficient visual, auditory, communication and cognitive abilities to coordinate a waterfront program and to teach and communicate with groups participating in the boating and fishing program.
5. Training and/or equivalent experience involving small watercraft such as canoes and kayaks.
7. Valid Driver’s License.

Preferred Qualifications
1. Experience in working with children.
2. Leadership experience.
3. Two years of college education or experience in the field of camping.

Essential Functions
1. Supervise, lead, and communicate with groups participating in the boating and fishing programs.
2. Respond to environmental and other hazards related to the waterfront area.
3. Receive and follow general instructions; plan, lead, and participate in meaningful activities; assist the camp in meeting camper goals and objectives; and ensure a positive camping experience for each camper.
4. Observe camper behavior and assess its appropriateness, enforce necessary safety regulations, and apply proper behavior management techniques.
5. Operate small watercraft for extended periods of time; assist in the setup of watercraft activities which may involve some lifting. Stand for extended periods of time when required.
6. Represent Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
   - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
   - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
   - Ability to have support from family or friends outside of Camp.
   - Use of cell phone only during two hours off each day.
   - Abide by all policies and procedures in the staff code of conduct.

**Specific Responsibilities**

1. The Boating Instructor must:
   - Develop boating and fishing activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
   - Prepare alternate activities during inclement weather.
   - Lead boating and fishing activities during activity periods and lead other activities as assigned by the administrative staff.
   - Maintain boating and fishing equipment in excellent working condition and inform the administrative staff of supplies needed.
   - With the Waterfront Director and the administrative staff, conduct a boating and fishing area orientation during staff training.
   - Prepare and present awards to campers who have earned boating and fishing awards.
2. Attend and participate in all staff and lifeguard meetings
3. Submit a weekly feedback form.
4. Greet parents, guardians and campers on arrival and departure days while performing arrival/departure duties as assigned.
5. Work with assigned cabin when available, assisting with camper supervision and program activities.
6. Live with a group of 15 to 18 campers and staff. This requires the Boating Instructor to be a positive role model for the campers and other staff members.
7. Assume responsibility for each camper’s safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
8. Know when to ask for assistance and support fellow staff.
9. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
10. Assist with all camp activities, working closely with the program staff.
11. Lead and prepare specialized activities with other staff.
12. Act as a substitute for other staff during the time of an absence as assigned.
13. Assist in camp emergencies or other situations as directed by administrative staff.
14. Assist with camp clean up after each group departs.
15. Other duties as assigned.

Revised 10/19