



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
YMCA CAMP ELPHINSTONE
POSITION DESCRIPTION

BOATING INSTRUCTORS

(CANOE, KAYAK, SAILING) REPORTS TO: PROGRAM DIRECTOR (H20)

POSITION PURPOSE:

The Boating Instructor is a part of the support team required to deliver YMCA Camps program. The Boating Instructor will provide expertise, experience and skills specific to the waterfront. This person will be required to live on-site.

THE PROGRAM STAFF TEAM

The group of staff known as the program staff is generally unattached to a specific group of campers. The responsibilities of this group extend beyond daily program delivery. Program staff will help with planning and implementing special events, take turns as staff of the day, run meals and flagpoles and share in occasional supervision of cabin groups. This is a mature and responsible group of people who are at camp to further their experiences guiding children and to share their leadership with the rest of the camp community.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members of the community and is intended to provide opportunities for growth and learning for all members. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

As a program staff, the Boating Instructor will be expected to:

- Provide behaviour management and general camper care assistance whenever possible
- Act as a role model at all times providing leadership and guidance to younger staff as well as campers
- Be available to assist in camp-wide programming, in transition times and during meal times

The Boating Instructor will also be expected to:

- Teach boating programs during staff training explaining lesson plans, boat care and camper safety requirements
- Lead boating sessions on a daily basis as scheduled by the Program Director (H20)
- Work as a lifeguard if and when required
- Perform a regular checks of all boats at camp to ensure they are in good, working order
- Ensure that all boating programs are conducted in keeping with the policies and practices outlined in the staff manual
- Ensure that all policies and procedures comply with a meet the standards outlined in the BCCA accreditation standards and all applicable Coast Guard regulations

- Protect the assets of the YMCA. Ensure all equipment is used in an appropriate manner and is used in a manner that ensures the longevity of equipment.

The Boating Instructor may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C
- Current NLS certification
- Current Boat Operators' certification
- Basic Solo Paddler (or better) Canoe certification/ Basic kayaking instructor certification or sea kayak guide cert
- Prior Canoeing and Kayaking Experience
- Participation in 100% of YMCA Camps staff training

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____