

# Camp El-O-Win

## Job Description

**Job Title: Program Specialist Canoe**  
**Classification: Nonexempt (Seasonal)**  
**Reports to: Assistant Camp Director**

### **Position Purpose:**

To further the mission of the camp through the development and delivery of canoe activities that are safe, fun, and appropriate to the campers' ages and abilities. Assist in the management to the physical operation of the canoes and related equipment.

### **Essential Job Functions:**

1. Develop and deliver a canoe program that is appropriate for the age and ability of the campers.
  - Write program plans that meet camp outcomes and the abilities of the campers.
  - Evaluate abilities of campers and staff.
  - Deliver progressive canoe activities.
  - Evaluate the success of the canoe program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
  - Assist in the implementation of staff training for canoes.
  - Train other staff in their responsibilities at the canoeing site.
  - Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment for the canoe program.
  - Maintain the canoe equipment including canoes, paddles, lifesaving equipment, ropes, etc.
  - Ensure the security of the canoe equipment when not in use.
  - Conduct daily check of area and equipment for safety, cleanliness, and good repair.
  - Clean canoe site daily, keeping it free of hazards and debris.

### **Other Job Duties:**

- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.

### **Equipment Used:**

- Canoes, paddles, lifesaving equipment, ropes

### **Qualifications:**

- Current certification in canoe instruction or documented training and experience.
- Current certification in first aid and CPR.
- Desire and ability to work with children outdoors.
- Must submit required employment forms prior to the first day of camp

### **Knowledge, Skills, and Abilities:**

- Training and experience in teaching canoe to children.
- Desire and ability to work with children outdoors in varied conditions.

### **Physical Aspects of the Position:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Ability to lift 30 – 50 pounds. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.