

**Town of Sandwich
Recreation Department
Job Description
Seasonal All Day Fun Program Kayak Instructor**

Summary:

Assists the Program Director with routine and complex administrative work in planning, organizing, coordinating and administering boating activities for children ages 5-13. Ensures the participants have a fun and safe experience.

Supervision:

The Kayak Instructor will receive general policy and guidance from the Program Director and Assistant Director(s) and Beach Supervisor.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to wet and/or humid conditions, occasionally toxic or caustic chemicals. The noise level in the work environment is usually moderately loud when in the field.

Essential Functions:

- Responsible for the planning, organizing and implementation of boating activities for all age groups.
- Provides leadership and direction in the development of the program; gathers and prepares supplies and equipment and informs staff as needed;
- Responsible for teaching and leading waterfront activities.
- Participates in waterfront safety drills in conjunction with other waterfront staff.
- Responsible for training, orientating and overseeing Counselors, Junior Counselors and Hero's In Training; during activities-
- Orients staff and participants to proper rules, regulations and emergency procedures while boating.
- Responsible for keeping a running inventory of supplies and equipment. Repairing and ordering replacements when needed.
- Responsible for the set- up and break down of equipment daily.
- Provides advice to the Program Director to help improve the operations of the program;
- Responsible for communicating official plans, policies and procedures to staff participants and parents;
- Maintains harmony among workers and resolves grievances as needed;
- Regularly inspects facilities, equipment, and supplies and be sure that all is locked away securely at the end of each day. Makes minor repairs to equipment when needed and reports more serious damage to equipment to a supervisor;

- Performs or assists subordinates in performing duties; responsible for filling in when necessary or as scheduled in other areas.
- Maintains records for program and participants;
- Performs a variety of miscellaneous duties such as, runs errands, picking up supplies needed for activities; and other activities as may be necessary to perform the essential job functions.
- Responsible for adherence to all program rules, regulations and policies.

Education and Experience:

- High School Diploma and some college credits; must pay close attention to detail; displays natural leadership ability and qualities; must be assertive and confident;
- Must have ***CPR and First Aid Training***.
- MUST be American Canoe Association ***Level 1 Instructor certified*** or equivalent.
- Two years of childcare experience or any equivalent combination of education and experience.
- Two years Kayaking/Boating experience

Knowledge, Skills and Abilities:

- Strong Swimming / Boating skills
- Knowledge of summer program planning;
- Ability to develop, coordinate, and direct varied activities involved in a summer program; Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants, and the general public;
- Ability to communicate effectively orally and in writing;
- Good character, integrity, and adaptability;
- Enthusiasm, sense of humor, patience, and self-control;

Physical Requirements:

- Maintains own good physical condition
- Strong Swimming skills
- Good vision and auditory skills
- Must be able to lift 50 pounds while moving equipment.