

Zig Zag Yacht Club



Job Description

Position: Summer Fun Coordinator

General description:

Appointed by the Board and reporting to the Program Administrator, this position is responsible for organizing and supervising the Summer Fun Program. Summer Fun Coordinator is responsible for all lesson planning for the summer adventures for children of the ages 4 to 12.

Specific responsibilities include:

- Assigning and supervising paid instructors, with assurance of their appropriate skills and safety training qualifications/certifications;
- Scheduling instructional groups and instructors;
- Ensure all lessons are well planned for the week of program; designing program curriculum consisting of weekly themes, games, arts and crafts
- Supervise use and maintenance of Club equipment and facilities during the Summer Fun Program;
- Direct safety measures for all onshore and on-the-water activities;
- Responsible for
- Keep an organized binder outlining and detailing the Summer Fun program to be kept onsite
- Provide a weekly schedule for parents and participants
- Provide regular feedback to the Program Administrator
- Write a brief program summary at the end of the summer
- Other functions and tasks within the above general scope of responsibilities, as assigned by the Program Administrator.

Qualifications:

- High School or equivalent
- Some summer camp experience is an asset
- Responsible, Personable & Polite
- First Aid & CPR Standard Level First Aid – (From a Nationally recognized provider, with a course length of a minimum of 13 hours; (ex: St. John Ambulance Canadian Red Cross Other Accredited).
- Pleasure Craft Operator Card Boating License Transport Canada.

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

Anticipated time demands (after initial familiarization period): 20-40 hours per week during the Summer Sailing Program.

Salary: Commensurate with experience and training and according Provincial pay scale.

Submit Resume, cover letter and reference to: Michelle Williams at michybaz@gmail.com

Deadline for Application is: April 15, 2020

We thank all who apply, however only those selected for an interview will be contacted.

All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.