



## **Camp Albemarle Sailing Team Job Description**

**Reports to:** Waterfront Coordinator and Director of Summer Camp Ministries

### **Purpose of Position:**

Sailing Team staff are responsible for facilitating all Sailing activities at camp. Sailing includes the knowledge and use of Sun Fish Sailboats and Topper Topaz Sailboats. Facilitation schedules rotate daily.

### **Qualifications:**

1. Must be or be able to become certified in first aid and CPR.
2. Must be able to obtain Camp Albemarle's Site-Specific Sailing Certification (Provided during summer staff training weeks).
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors.
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Lead family groups in Sailing.
3. Prepare and teach devotions relating spiritual connections to sailing.
4. Provide breaks to Counselors.
5. Practice and enforce all camp safety regulations and emergency procedures.
6. Participate in camp wide activities and in setup and take down of activities.
7. Abide by all camp policies and covenant agreement.
8. Responsible for the health and well-being of self and campers.
9. Perform routine element and equipment check-ups, maintenance, and logs.
10. Teach adventure campers the basics of how to sail.
11. Perform all other duties and roles assigned by administrative staff.

### **Specific Duties:**

1. Attend trainings and weekly staff meetings.
  - a. Sailing team must attend the Sailing team specialized training prior to serving for the summer.
  - b. Sailing team must attend the two-week staff training prior to serving for the summer. Make up training is available for some circumstances if the two-week training is missed.



- c. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in. Sailing Team members must be present and on time to all meetings.
  - d. In-service trainings take place throughout the summer. All Sailing Team staff are required to attend all in-service trainings and perform at a specified level of competency.
2. Lead family groups in Sailing.
  - a. Supervise all groups that attend sailing so that campers and staff can fully participate in the scheduled activity.
  - b. Be early for facilitating all scheduled activities. The boat you are running for a group should be set up and ready to go by the time indicated on the groups schedule, therefore you may need to leave for the waterfront by as much as thirty minutes prior to be ready by the scheduled start time.
  - c. Sailing should take up the entire scheduled period leading up to the group's next activity, except in extenuating circumstances. If you have any questions about these circumstances, consult with the Waterfront Coordinator.
3. Prepare and teach devotions/debriefs relating spiritual connections to sailing.
  - a. After a family group completes an element, debrief (break-it-down) with campers and staff in relation to camper's Christian walk.
4. Provide breaks to Counselors.
  - a. While not facilitating Sailing, provide breaks for Counselors.
  - b. Sailing Team staff should be with Family Groups (not during facilitation) at least once per day, either giving the Counselor a break time or just hanging out with the group to provide support.
5. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group control while sailing.
  - b. Refer to the staff manual and Sailing Team manual to be sure all safety regulations and emergency procedures are being followed.
6. Participate in camp wide activities.
  - a. Evening activities include, Sunday formal swim, Sunday and Thursday vespers, Thursday dances and carnivals, etc.
  - b. Be present and on time for daily activities including, morning watch, meals, h-hour (rest hour), etc.
7. Abide by all camp policies and covenant agreement.
  - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
8. Responsible for the health and well-being of self and campers.
  - a. The Sailing Team members are responsible for meeting their own personal health and hygiene needs, including taking prescribed medications.



- b. Within your level of training, care for camper or staff injuries that may take place at your facilitated element, and while you are with Family Groups and not running an element.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
9. Perform routine element and equipment check-ups, maintenance and logs.
  - a. All sailboats and equipment check-ups, maintenance and logs are to be performed daily as described in the Sailing Team manual.
  - b. Promptly report any maintenance, element or equipment issues to the Waterfront Coordinator or Director of Summer Camp Ministries.
10. Teach adventure campers the basics of how to sail.
  - a. Certain Adventure Camps are given the opportunity to learn how to sail.
  - b. The Waterfront Coordinator will provide material and skill objectives for campers to reach by the end of the week.
  - c. Remain patient and provide encouragement while teaching campers how to sail.
11. Perform all other duties and roles assigned by the Waterfront Coordinator, Director of Summer Camp ministries, and administrative staff.
  - a. Be flexible-staff roles change on a daily and weekly basis.
  - b. When assigned to alternative roles refer to their specific job description (Lifeguarding, Challenge Team, etc.).
  - c. This is a program staff role. Use your down time to support other areas of camp (giving breaks and playing with groups).

### **Relationships:**

The Sailing Team has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The Sailing Team may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

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

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

### **Physical & Interpersonal Aspects of the Job:**

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.



3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.