



Camp Albemarle Sailing Team Job Description

Direct Supervisor: Waterfront Coordinator

Other Supervisors: Leadership Team and the Director of Summer Camp Ministries

Purpose of Position:

Love the water and ready to make waves this summer? Join the Sailing Team and be part of the adventure! As a Sailing Team staff member, you'll guide campers on thrilling sailing experiences, helping them master the art of navigating Topper Topaz Sailboats while enjoying the beautiful waters of the camp.

Your role includes facilitating all sailing activities, teaching campers the ins and outs of sailing, and ensuring their safety while on the water. You'll also get to be a cabin counselor for our sailing camps, building strong connections and creating lifelong memories with campers. With a rotating schedule, each day brings a new opportunity to share your passion for sailing and watch campers grow in skill and confidence.

If you're excited about sharing the joy of sailing and spending your summer on the water, the Sailing Team is the perfect place for you. Join us and help campers catch the wind, navigate new challenges, and create stories they'll remember for a lifetime!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be graduating high school, age equivalent or older.
2. Must be or be able to become certified in Lifeguarding, First Aid/CPR/AED. (Unless already acquired this training is mandatory, provided by camp over a weekend, and dates will be on summer staff website)
3. Must be able to be trained and obtain Camp Albemarle's Site-Specific Sailing Certification (Mandatory training provided by camp over a weekend, dates will be on summer staff website)
4. Must have the ability to interact with all age levels.
5. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
6. Enjoyment and appreciation of the outdoors.
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.



8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
9. Must be able to pass a background check.

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 when not a sailing camp counselor.
5. Serve Meals
6. Be our luggage staff during check-in
7. Ensures the cleanliness of waterfront and including the dining hall and lodge kitchen.
8. Practice and enforce all camp safety regulations and emergency procedures.
9. Participate in camp wide activities and in setup and take down of activities.
10. Abide by all camp policies and covenant agreement.
11. Knows and understands all emergency procedures associated with the camp program.
12. Knows, enforces, and follows all camp safety regulations and emergency procedures
13. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
14. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
15. Mediates any campers' disputes.
16. Maintains constant surveillance of the pool/body of water areas.
17. Perform routine element and equipment check-ups, maintenance, and logs.
18. Perform all other duties and roles assigned by the Waterfront Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend trainings and weekly staff meetings:**
 - Participate in pre-camp sailing training sessions to learn facilitation techniques, safety procedures, and camper care strategies.
 - Attend weekly staff meetings to discuss schedules, share feedback, and stay informed about program updates and expectations.
2. **Lead family groups in Sailing:**
 - Facilitate daily sailing activities, guiding campers as they learn to navigate and sail the Topper Topaz boats.
 - Provide hands-on instruction, ensuring that campers understand basic sailing skills, safety procedures, and teamwork on the water.
3. **Prepare and teach devotions relating spiritual connections to sailing:**
 - Develop devotionals that connect faith-based lessons with the experiences of sailing, such as navigating challenges, trusting in God, and relying on the wind.
 - Lead campers in meaningful reflections and discussions about how sailing can relate to their spiritual growth.
4. **Provide breaks to Counselors when not a sailing camp counselor:**
 - Step in to supervise campers or lead activities, allowing other counselors to take breaks.



- Ensure continuity in camper engagement and safety during these times.
- 5. Serve Meals:**
 - Help serve food to campers and staff, ensuring everyone gets their meals efficiently and accommodating any dietary restrictions.
 - Monitor the dining area for cleanliness during meals and assist with refilling serving stations as needed.
- 6. Be Our Luggage Staff During Check-in:**
 - Assist families with loading and unloading luggage during camper arrival.
 - Provide a warm, welcoming presence by greeting campers and families as they arrive and depart.
 - Help maintain an organized and smooth flow during busy check-in periods.
- 7. Ensure the Cleanliness of the Waterfront, Dining Hall, and Lodge Kitchen:**
 - Perform regular cleaning tasks at the waterfront, such as picking up trash, organizing equipment, and ensuring pathways are clear.
 - Keep the dining hall clean and orderly by wiping tables, sweeping floors, mopping, and managing waste disposal.
 - Assist with Lodge kitchen cleanup, including washing dishes, sanitizing surfaces, and organizing supplies.
 - Ensure all areas meet camp health and safety standards, providing a clean and welcoming environment for campers and staff.
- 8. Practice and enforce all camp safety regulations and emergency procedures:**
 - Prioritize camper safety by enforcing all rules and guidelines related to sailing and water activities.
 - Be prepared to respond quickly and appropriately in any emergency situation.
- 9. Participate in camp-wide activities and in setup and take down of activities:**
 - Assist in the organization, execution, and cleanup of all-camp events, special activities, and daily programs.
 - Help set up and break down sailing equipment as needed, ensuring everything is in good working order.
- 10. Abide by all camp policies and covenant agreement:**
 - Follow all camp policies and guidelines, modeling a positive and respectful attitude for campers.
 - Commit to the camp's mission and values in both your professional conduct and interactions with others.
- 11. Knows and understands all emergency procedures associated with the camp program:**
 - Be well-versed in emergency response protocols related to sailing and other camp activities.
 - Participate in drills and ensure that campers understand what to do in an emergency.
- 12. Knows, enforces, and follows all camp safety regulations and emergency procedures:**
 - Maintain a safety-first mindset, actively monitoring campers during all sailing activities to prevent accidents.
 - Consistently reinforce safety practices with campers to ensure a safe and enjoyable experience for everyone.



13. **Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance:**
 - Keep track of camper attendance, activity participation, and any incidents that occur.
 - Ensure all records are promptly and accurately maintained to help with program evaluation and safety measures.
14. **Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them:**
 - Be aware of each camper's dietary needs, especially during sailing camp sessions.
 - Coordinate with dining staff to ensure meals and snacks are safe and appropriate for all campers.
15. **Mediates any campers' disputes:**
 - Help resolve conflicts between campers in a fair and understanding manner, promoting a positive group dynamic.
 - Encourage communication, cooperation, and mutual respect among campers.
16. **Maintains constant surveillance of the pool/body of water areas:**
 - Monitor campers while they are near the water, ensuring their safety and enforcing water safety rules.
 - Act quickly in the event of any water-related emergencies.
17. **Perform routine element and equipment check-ups, maintenance, and logs:**
 - Regularly inspect sailing equipment for safety and functionality, performing maintenance as needed.
 - Keep detailed logs of equipment checks, repairs, and usage.
18. **Perform all other duties and roles assigned by the Waterfront Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries:**
 - Take on additional tasks with a positive and flexible attitude, always looking for ways to support the camp's mission.
 - Contribute to the overall success of the camp program and the well-being of campers.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.



5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.