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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Assistant Instructor**
Job Status: **Seasonal**
Reports to: **Lead Instructor/Camp Director**

Departments: **Camp**
Revision Date: **September 2020**

POSITION SUMMARY:

Assistant Instructors shall be responsible for implementing high quality, camper-focused programs under the supervision of their lead program instructor. Assistant Instructors will help perform all duties relative to the design and coordination of camper population and special events related to Camp Knickerbocker.

JOB RESPONSIBILITIES:

- Responsible for delivering a safe program for campers who signed up for their specific activity each week.
- Implements a high quality program that promotes youth development, healthy living and social responsibility.
- Provides a positive environment for all campers and actively encourages participation to ensure growth and development.
- Maintains YMCA or national certifications. They include but are not limited to CPR/AED/First Aid through the American Red Cross.
- Maintains certification applicable to their program area (lifeguard, archery instructor, etc.).
- Ensures YMCA's, Redwoods, and ACA camp safety standards.
- Support the YMCA mission through staff team support.
- Maintains positive relationships with other staff members that will support the philosophy and safety of all campers.
- Responds to parent and camper needs—if unsure how to handle a situation, refer to supervisor.
- Record and maintain appropriate records for injuries/incidents.
- Maintains records of each camper's progress through the program they lead. Works with Lead Instructor to ensure documentation is being done correctly.
- Ensure paperwork is completed on time each week before closing ceremonies on Friday afternoons.
- Helps put together end of session packets for each camper (patches of level completion, etc.) if needed.

JOB QUALIFICATIONS:

- Have prior camping experience, working directly with campers.
- Excellent public relations skills, communication skills and problem solving abilities.
- Maintains skills and certifications necessary to meet the job requirements.
- Ability to respond to safety and emergency situations.
- Competes all assigned online training through the Redwoods Institute and Camp Director.
- Must be 18+ years old.

PHYSICAL DEMANDS

- Must have the physical ability to lead and participate in camp activities which include but are not limited to: hiking, canoeing and swimming, team building initiatives, building campfires, physical games and activities.
- Must work in conditions that create dirt and dust.
- Perform essential program support to camp activities and programs which may include but are not limited to: semi-reaching to full-reach overhead, crouching, kneeling, working in narrow/confining spaces, twisting at the waist, and general physical activity.

- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-200 pounds).
- If applicable, pass lifeguard course and perform all skills required to be a lifeguard.

I have read and understand the duties and responsibilities of the Assistant Instructor position and agree to abide by the spirit and intent of this job description.

Assistant Instructor

Camp Director

Date

Date