

Zig Zag Yacht Club



Job Description

Position: Summer Fun Coordinator

General description:

Appointed by the Board and reporting to the Club Directors, 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. Adherence to Club COVID-19 protocols is mandatory.

Specific responsibilities include:

1. Assigning and supervising paid instructors, with assurance of their appropriate skills and safety training qualifications/certifications.
2. Scheduling instructional groups and instructors.
3. Ensuring all lessons are well planned for the week of program; designing program curriculum consisting of weekly themes, games, arts and crafts.
4. Supervising use and maintenance of Club equipment and facilities during the Summer Fun Program.
5. Directing safety measures for all onshore and on-the-water activities.
6. Keeping an organized binder outlining and detailing the Summer Fun program to be left onsite.
7. Providing a weekly schedule for parents and participants.
8. Providing regular feedback to the Club Directors.
9. Writing a brief program summary at the end of the summer.
10. Cleaning tasks related to use of Club facilities by participants.
11. Other functions and tasks within the above general scope of responsibilities, as assigned by the Club Directors.

Qualifications:

- High School or equivalent
- 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 Fun Program. The orientation sessions on July 2 and 3 are mandatory.

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

To apply, fill out application at <https://tinyurl.com/aq69q9i3>, and submit resume and reference to: Kate & Uwe Baumann, Club Directors, info@zzyc.ca

Deadline for Application is: March 15, 2021

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