

Zig Zag Yacht Club



Job Description

Position: Summer Fun Coordinator

General description:

Appointed by the Board and reporting to the Club Director, this position is responsible for organizing and supervising the Summer Fun Program. Summer Fun Coordinator is responsible for all lesson planning for the Summer Fun program, serving children ages 4 to 12. Adherence to Club COVID-19 protocols is mandatory.

Specific responsibilities include:

- Above all, ensuring the emotional and physical safety of program participants and staff.
- Ensuring all lessons are well planned for the week (weekly themes, games, arts, and crafts, with contingency plans for weather).
- Ensuring lesson plans are approved by the Club Director (or designate) well in advance, and required materials are in stock, or purchased in advance.
- Assigning and supervising Summer Fun instructors, with assurance of their appropriate skills and safety training qualifications/certifications.
- Filing incident reports (injury, unacceptable behavior or interpersonal issues pertaining to participants, staff, members, or otherwise) with the Club Director without delay (same day).
- Supervising use, cleaning and maintenance of Club equipment and facilities during the Summer Fun Program, and reporting deficiencies or damage to the Club Director
- Familiarize yourself with resources and supplies available to Summer Fun program and incorporate into lesson plans. Seek ongoing feedback from parents and participants as to what activities go over well.
- Directing safety measures for all onshore and on-the-water activities. Ensuring that all children participating in the program wear life vests when outside on ground level (except at tennis courts).
- Keeping an organized binder outlining and detailing the Summer Fun program to be left onsite at the end of the season.
- Providing regular feedback to the Club Directors.
- Writing a brief program summary at the end of the summer.
- Cleaning tasks related to use of Club facilities by participants.
- Other functions and tasks within the above general scope of responsibilities, as assigned by the Club Directors.

Qualifications:

- High School or equivalent
- Camp leader 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 are mandatory.

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

To apply, fill out application at www.zzyc.ca and submit resume and reference to cd@zzyc.ca

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