



Lake Francis Resort and Camp Rockin' U

Job Description

Job Title: Program Staff
Incumbent:
Classification:
Reports to: Program Lead

Position Purpose:

To further the mission of Lake Francis Resort and Camp Rockin' U by providing supervision and facilitating all program sites. Program staff will ensure a safe environment at the camp's program sites, waterfront and pool activities. Assist in the management to the physical operation of the waterfront and pool facilities and equipment.

Essential Job Functions:

1. Create a positive skill building experience at our program sites (Rock wall, Archery, pellet gun range, arts and crafts, Segways)
2. Supervise and help out at waterfront and pool activities
 - a. Being proactive in preventing program injuries
 - b. Willing to be cross trained in program areas
 - c. Willing to achieve first aid and CPR certification and to apply those skills as needed.
 - d. Understand and implement appropriate response to changes in weather conditions.
 - e. Evaluate abilities of guests, campers, and staff
3. Willing to be crossed trained and help lead in other program areas. Assist waterfront staff in program areas such as swimming and boating
 - a. Ensure campers and staff follow safety procedures while in their program activity
 - b. Act as reference in waterfront and pool activities
 - c. Assist in the delivery and supervision of all water activities and special events at the waterfront and pool

4. Assist in the management and care of the physical facilities and equipment in all waterfront and pool areas.
 - a. Conduct daily checks of area and equipment for safety, cleanliness and good repair.
 - b. Clean waterfront and pool area daily keeping them free of hazards and debris.
5. Willing to be cross trained and help run program areas (Rock wall, Archery, pellet gun range, arts and crafts, Segways).

Other Job Duties:

- Attend applicable staff meetings and trainings.
- Participate enthusiastically in all camp activities, planning and leading those as assigned
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions as assigned
- Assist in the planning of any special events on or near the waterfront or pool
- Maintain clear and positive written and verbal communication with all resort staff.
- All other duties and tasks as assigned

Relationships:

Create and maintain positive relationships with resort staff and guests

Equipment Used:

- Waterfront:
 - Kayaks, paddle boards, peddle boats, canoes, row boats, life-vests
- Rock wall, Archery, pellet gun range, arts and crafts, Segways
- First aid and cpr equipment and supplies

Qualifications:

- Must pass a background check

Knowledge, Skills, and Abilities:

- Current instructional certification in programs offered or related experience.
- Training and experience in waterfront activities that are offered
- Desire and ability to work with people outdoors.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Willingness to live and or work in an outdoor environment, being subject to weather elements.