

MPYC Summer Sailing Camp Program Manager Job Description

JOB TITLE: MPYC Summer Sailing Camp Program Manager
EXEMPT: Nonexempt
REPORTS TO: Summer Sailing Camp Program Director

- **SUMMARY:** The Summer Sailing Camp Program Manager is responsible for providing daily program management and supervision of both summer campers and summer sailing staff, and directly supporting the Lead Instructor in daily planning and program organization. The Program Manager is responsible for ensuring all camp activities are conducted with the highest professional and safety standards and in compliance with Club, state, and federal guidelines/laws/ordinances. The Program Manager reports to directly to the Summer Sailing Camp Director and is under the jurisdiction of the MPYC Junior Activities Committee and the Board of Directors.
- **WORK SCHEDULE:** On a daily basis, during Summer Camp scheduled hours of 8:30 A.M.-4:30 P.M., the Summer Sailing Camp Program Manager must be on-site to monitor program, and supervise campers and camp staff.
- **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
 - Be an appropriate role model and youth leader; encourage the highest levels of sportsmanship and behavior
 - Demonstrate a high degree of maturity and sense of responsibility for the program.
 - Paperwork and record-keeping
 - Take on-site registrations and payments
 - Maintain registration and emergency information binders
 - Maintain attendance and lesson records
 - Print & distribute weekly attendance sheets and rosters
 - Print weekly attendance certificates
 - Maintain handout box with sufficient copies of weekly worksheets, flyers, etc.
 - Communication and parent contact
 - Meet with parents to answer program questions and concerns as needed
 - Contact parents in cases of emergency
 - Communicate with MPYC management and Club members as needed
 - Coordinate Thursday lunch seating and service (families are invited to join Campers for lunch on Thursdays-resulting in more than 50 customers at lunch)
 - Contact parents who are late to pick up Campers
 - Communicate effectively with students, parents, and staff alike, regarding program expectations, activities, and events.
 - Maintain the Summer Sailing Camp Facebook page
 - Maintain professional appearance and demeanor at all times, and ensure that all instructional staff do the same
 - Meet weekly with the Program Director, Lead Instructor, and Senior Instructors to problem-solve and plan
 - Safety
 - Monitor radio contact with all safety boats; ensure appropriate radio protocol is maintained at all times
 - Monitor weather and assess safety conditions
 - Supervise administration of first aid; administer first aid as needed; record in 'Daily Incident Log'

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- Inform Program Director of any repairs or maintenance that require professional attention
- Supervise sick children as they wait for parents
- Monitor daily activities to ensure highest safety standards are followed at all times
- Curriculum and Instruction
 - Model best practices lesson preparation and presentation as needed
 - Coach instructors in effective group management strategies as needed
 - Assist instructors with group management
 - Assist instructors in dealing with discipline issues
 - Coach instructors in management and teaching strategies
 - Assist instructors
 - Provide direct instruction of groups when instructors are absent
 - Problem-solve and plan with Lead and Senior Instructors as needed
 - Assist instructors in developing activities when conditions do not permit on-the-water lessons
 - Observe and document Instructor's lessons and student interactions
 - Provide Instructors with at least two written evaluations and conferences per season; maintain evaluations in personnel files
 - Refer to Summer Sailing Camp Manual for curriculum guidance
 - Assist Lead Instructor at daily staff meetings as needed

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Current ASA or US Sailing Small Boat Instructor certification, as well as current CPR, First Aid, and AED certification preferred
- 25 years of age or older
- Certificated teaching experience preferred
- Prior experience in coaching and teaching sailing to youth sailors, including on the water coaching
- Prior experience in coaching youth sports or leadership in other youth activities required
- Strong sailing resume
- Ability to obtain criminal record clearance check

WORKING CONDITIONS: Working conditions described here are representative of those that must be met by an employee to successfully perform essential functions. Variations in conditions may occur under certain circumstances.

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SIGNATURE OF APPROVAL:

Summer Sailing Camp Program Director: _____

Date: _____

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Club to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee: _____

Date: _____