

Day Camp Director Job Description

Objective: To host a safe and enjoyable Summer Day Camp to introduce campers to the paddlesport of canoe/kayak.

Duties:

- Market the LCKC Summer Day Camp in the greater Gainesville-Hall County Community.
- Hire, train and supervise staff who are experienced in working with children and with the sport of canoe/kayak.
- Plan and direct the day to day activities of the Day Camp.
- Resolve any conflicts with campers or their parents.
- Work with LCKC office staff to insure all paperwork and payments are in order.
- Responsible for approving and submitting staff time sheets to LCKC office for payroll processing.
- Responsible for the design and ordering of camp t-shirts.
- Responsible for purchasing all supplies needed for Day Camp.

Equipment Usage:

- Day Campers may only use plastic boats (including Dagger K1s and K2s, Sprinter K1s, and other club Recreational K1s and K2s) and recreational canoes. All fiberglass boats will be off-limits unless otherwise instructed by the Developmental Coach.
- Day Campers must wear personal flotation device (PFD) at all times while on or near the water.
- Day Camp Director must report any equipment damage or problems immediately to LCKC Developmental Coach (canoes, kayaks, motor boats, docks, etc.)

Requirements:

CPR and First Aid

Must be able to drive a john boat

Must be able to paddle a canoe and kayak