

Summer Recreation Program “Club” Director

Dates

Program Planning/Coordination May/June

7-week Program Operates June 26, 2023 - August 11, 2023.

3 hrs per day Monday-Friday 9-12 (except July 4), with swimming lessons totaling an additional 1 hr per day Monday-Thursday 1:30-2:30

1. Primary Responsibilities:
 - Must be over 18
 - Background in Education and/or coaching preferred
 - Black Point resident preferred
 - Provide a high-quality recreation program that facilitates community bonding.
 - Work with Board Liaison to create a budget for the Club season.
 - Plan 7 “Fun Friday” events – to include a bike safety program with ELPD and the “Club Fair.”
 - Develop 3-hour per day schedule for each of the following age groups:
 - 3-4 year olds
 - 5-6 year olds
 - 7-8 year olds
 - 9 and up
 - Direct supervision and guidance of Program staff in implementation of the schedule.
 - Plan and implement Program staff training weekend of June 24-25
 - Take an on-going inventory of supplies and at the end of each Club season and determine purchases needed throughout the Club season.
 - Provide support and supervision during swim lessons.
 - Follow Black Point Board of Governors Program Policies.
 - Ensure recreation programs are high quality, creative, and safe for children of all eligible ages and abilities.
 - Complete year end program evaluations and make recommendations to the Board of Governors.
 - Proactively identify and solve problems and areas of concern.
 - Meet with Program staff weekly to conduct “week in review” feedback.
 - Remain visible and accessible to Program staff, families and Club goers during programs.
 - Supervise and evaluate the Program staff on a regular basis, both formally and informally based on job expectations, and provide written final evaluation at the end of the season.

- Ensure proper completion and timely submission of all reports to Treasurer and Board of Governors.
- Adhere to and support all Program policies and procedures as detailed in the Program Resource Manual and Leadership Team Manual.
- Perform any other Program-related duties as assigned by the Board of Governors through Program Liaison.
- Attend Board of Governors meetings as requested.
- Certifications required: WSI, CPR, First Aid.

2. Physical Aspects of the Position:

- Ability to observe Club goer and Program staff behavior and apply appropriate behavior-management techniques, enforce appropriate safety regulations and emergency procedures.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist Club goers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of Club goers.
- Able to manage lifting, some bending, stooping and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Able to be in the water for swim instruction.

Summer Recreation Program Junior “Club” Director

1. Primary Responsibilities:

- Must be over 18
- Assist Club Director as requested with all of the above activities.
- Certifications required: WSI, CPR, First Aid.

2. Physical Aspects of the Position:

- Ability to observe Club goer and Program staff behavior and apply appropriate behavior-management techniques, enforce appropriate safety regulations and emergency procedures.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist Club goers in an emergency (fire, evacuation, illness, or injury) and

possess strength and endurance required to maintain constant supervision of Club goers.

- Able to manage lifting, some bending, stooping and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Able to be in the water for swim instruction.

Recreation Water Safety and Swimming Instructor Job Description

Dates: (Program Planning/Program Coordination) June,
7-week Program Operates June 26, 2023 - August 11, 2023.

3 hrs per day Monday-Friday 9-12 (except July 4), with swimming lessons totaling an additional 1 hr per day Monday-Thursday 1:30-2:30

- Requirement: WSI Certification.

Primary Responsibilities:

- Maintain Certification to Instruct Basic Water Safety and Swim Instruction.
- Maintain Class Attendance, Tests and Level and Advancement Records.
- Instruct Basic Water Safety to varied ages.
- Demonstrate and Instruct Basic Levels of Swimming.
- Communicate with Parents regarding questions /concerns.
- Be responsible for Program Property and Equipment.
- Collaborate with BOG liaison as needed.

Additional Responsibilities:

- Provide for the health and safety of participants by ensuring all equipment is clean and in good working order.
- Provide high quality water safety instruction.
- Create a nonthreatening environment conducive to achieving the learning objectives.
- Prepare participants to meet the course objectives.
- Adapt teaching approach to match the experience and abilities of the participants.
- Identify participants having difficulty and develop effective strategies to help them meet course objectives.
- Supervise participants and provide timely, positive and corrective demonstrations and feedback as they learn.
- Evaluate participants as they perform skills, focusing on critical performance steps as described.

- Engage students by instructing and demonstrating strokes and skills in the water on a daily basis.
- Administer and score final written exam(s), skill sheets as applicable.