



COMMUNITY BOATING CENTER BELLINGHAM BAY

Community Boating Center
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EIN 20-4946594

2020 Youth Camps Instructor Position Description

Our Mission: The Community Boating Center (CBC) fosters small-watercraft education, access, safe recreation, and marine stewardship on Bellingham Bay.

Our Story: Our programs and services are available to all ages and backgrounds. We teach to US Sailing and American Canoe Association standards through a variety of on-land and on-water courses. We offer adult and youth sailing and kayaking group classes, as well as private lessons, guided tours, and week-long youth camps. Our services include daily boat rentals throughout the summer, as well as year-round dry moorage. The CBC was founded in 2006 and is supported by a robust community of donors, business and foundation support, community partners, students, volunteers and tenants.

Youth Programs Overview: The CBC serves roughly 115 youth annually, ages 9-14 in our tuition based youth programs. Mid-June through August we run weeklong day camps with three different options of camps: Adventure Camp (intro to sailing and paddlesports), Intro to Dinghy Sailing, and Intermediate Sailing. Additionally, the CBC offers free programs to underserved local youth, ages 8 - 18, throughout the summer season.

Position Description: The Community Boating Center is seeking individuals to work as Youth Camp Instructors for six-month seasonal summer programs. The counselors lead summer camps, are responsible for groups of children between 1 – 15 individuals, teach campers the basics of sailing and paddling and marine stewardship, and act as the primary contacts for parents.

This position reports to the Programs Manager. The hourly wage is \$13-15/hour DOE. After one year of employment and reaching a gross pay of at least \$5,000, all CBC employees have access to a SIMPLE IRA retirement plan. The CBC will match up to 3% of an employee's salary within that plan. Employees may choose a lesser %, or up to 6%, to be withheld from their paycheck, to invest in the fund.

Position Term: June – September, 35 – 40 hours/week, with <10 training hours in May. This position has the potential to grow depending on business needs. This is a seasonal position. The Community Boating Center is an equal opportunity, at will employer.

Area of Responsibility:

- Greet parents and welcome campers, and answer any questions
- Provide a professional and welcoming "face" for the CBC with camper families
- Administer weekly tasks such as camp rosters, attendance, swim test, and participant waivers
- Administer post-camp assessments
- Support the development of dynamic trip plans for youth
- Commit to working as a counselor for mid-June – August, Monday-Friday, 9 AM – 4:30 PM
- Support youth enrichment programming depending on business needs and instructor availability
- Contribute to program report at end of the season
- Serve as a healthy, professional role model for your student charges and for your peer colleagues

Required Knowledge, Skills, & Abilities:

- Experience working with youth, preferably 9-14 years of age
- Current CPR/First Aid/AED Certification (can be obtained after hire and before programs begin)

- Washington State Boaters Card (can be obtained after hire and before programs begin)
- Track record of providing leadership to youth
- Must successfully pass required criminal background checks
- Must have a current driver's license and a clean driving record
- Excellent communication skills: in person, over the phone, and by email
- Experience with instructing or guiding
- Experience kayaking and/or sailing
- Proficiency with Google Drive, word processing, and database management

Preferred Knowledge, Skills & Abilities:

- Photography skills
- Social media proficiency
- Experience working in a small nonprofit organization

How to Apply: Please send your cover letter, resume, and three professional references to the address below. No phone calls please. This position is open until filled. Interviews may consist of phone, in-person, and on-water components.

Email: jesse@boatingcenter.org

Postal: 555 Harris Avenue Bellingham, WA 98225