

# **Paddle Boarding Resource Job Description**

The Paddle Boarding Resource (PBR) is responsible for scheduling, planning, implementing, and guiding all paddle boarding trips including Lake Jocassee (Devil's Fork State Park) day trips and overnight trips. The Paddle Boarding Resource is considered a support staff role when all responsibilities and duties related to their resource position are complete. This means, PBR assists in all areas of camp in order to support the Family Group Leaders and campers. Resource schedules change on a daily and weekly basis. The PBR reports to the Adventure Director, Assistant Director, and Executive Director.

## **Responsibilities**

1. Attend trainings and weekly staff meetings.
2. Schedule, plan, implement, and facilitate paddle boarding activities.
3. Lead (guide) family groups on overnight paddle boarding Trips.
4. Prepare and teach devotions relating spiritual connections to the paddle boarding activities.
5. Manage camper behavior.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Participate in "all-camp" activities and large group activities.
8. Abide by all camp policies and covenant agreement.
9. Responsible for the health and well-being of self and campers attending your program.
10. Perform all other duties and roles assigned by administrative staff.
11. Responsible for gear maintenance, upkeep and repair. Report major/unfixable issues to the Assistant Director.
12. Be an active team member on the Adventure camp team.

## **Specific Duties**

1. Attend trainings and weekly staff meetings.
  - a. The PBR must attend specialized training prior to serving for the summer, this includes Wilderness First Aid.
  - b. Prior to the two-week staff training, the Paddle Boarding Resource must go out and scout the Caves they'll be taking campers on throughout the summer.
  - c. PBR must attend the two-week staff training prior to serving for the summer. Make up training is available for some circumstances if the two-week training is missed.
  - d. Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in PBR must be present and on time.
  - e. In-service trainings take place during the summer. The PBR is required to attend all in-service trainings and perform at a specified level of competency related to the Resource's area of expertise.
2. Schedule, plan, implement, and facilitate adventure camp activities.
  - a. Pre-schedules are due to the Logistics Coordinator on Tuesday of the week leading up to the adventure camp. Schedules are subject to change based on available locations, material, transportation, and other factors.
  - b. Collaborating in planning the adventure camp activities, programs, events, and transportation is to be done in consultation with the Assistant Director.
3. Lead (guide) family groups on overnight paddle boarding Trips.
4. Prepare and teach devotions relating spiritual connections to the paddle boarding activities.
  - a. After the group completes an activity, be prepared to debrief (break-it-down) with campers in relation to camper's Christian walk.
5. Manage camper behavior.
  - a. Manage behavior that needs to be managed and relax when it does not need to be managed.
  - b. Camp Tekoa does not tolerate bullying. Be proactive in keeping positive group interaction.
6. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group control at each activity.
  - b. Refer to staff manuals to be sure all safety regulations and emergency procedures are being followed.
7. Participate in "all-camp" activities and large group activities.
  - a. "All-camp" and large group activities include, Sunday group games, Sunday and Friday camp fires, Thursday talent shows, elementary song and s'more night, Friday slide show and picnic, 4<sup>th</sup> of July celebration, etc...
  - b. Be present and on time for daily activities including, morning devotion (quiet time), meals, chill time (rest hour), etc...
8. Abide by all camp policies and covenant agreement.
  - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.

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- b. The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
- 9. Responsible for the health and well-being of self and campers attending your program.
  - a. All staff are responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications.
  - b. Within your level of training, care for camper or staff injuries that may take place at your facilitated activities.
- 10. Perform all other duties and roles assigned by administrative staff.
  - a. Staff roles change on a daily and weekly basis.
  - b. When assigned to alternative roles refer to their specific job description (Lifeguarding, A-team, etc...).
- 11. Responsible for gear maintenance, upkeep and repair. Report major/unfixable issues to the Adventure Director and Assistant Director.
- 12. Be an active team member on the Adventure camp team.
  - a. Participate in Adventure Resource training
  - b. Paddle Boarding Resource will be cross trained along with all other Adventure Resources
  - c. Collaborate and support other Adventure Resources