

## **Job Description For The Fishing and Nature Director**

### **Minimum Qualifications**

- Basic knowledge of Fishing equipment repairs and fishing skills
- Basic knowledge of camping and outdoor skills
- To be familiar with camp hiking trails and be able to teach staff during orientation
- Ability to teach these skills to staff and campers of all ages
- Ability to supervise program assistants and make scheduling assignments
- Ability to set up a demonstration area and establish a program to teach skills
- Desire and ability to work with campers outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- College student or at least 21 years of age

### **Responsible To**

Summer Director and Executive Director

### **Camp Goals**

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

### **General Responsibility**

To plan, direct, and supervise camp's Fishing and Nature program

### **Specific Responsibilities**

- Supervision of the fishing bridge area and the running of the fishing program including making sure all equipment is ready for each session.
- Must have a radio with them at all times.
- Continued training and supervision of staff throughout the summer
- Set up Fishing storage area during staff training.
- Set up bait storage and / or worm farm.
- Teach staff their responsibilities in activity during staff training.
- Teach and monitor proper use of equipment.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment and make (or file for) repairs.
- Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
- Write (with help of activity assistants) and check all lesson plans.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Plan trips based on camper's skills.
- Teach campers to do simple equipment repairs.
- Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials.

- Assist in packing all equipment and supplies at end of season.
- Evaluate current season and make recommendations for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Oversee campouts

#### **DAILY DUTIES:**

- Times when fishing sessions are not scheduled are the times that fishing equipment needs to be repaired.
- Keep an inventory of all fishing equipment needed to operate the fishing operations. Tell the camp director and the summer directors when items are needed to be obtained well enough in advance so as not to run out of anything.
- At the bridge, the fishing director must keep control of all staff and campers. Caution must be given when any camper or staff is casting.

#### **Daily Duties Continued:**

- All staff in charge of campers are required to work with you on keeping all campers in line.
- You are in charge of fishing; this time is not on off period for the counselors who have campers assigned to them. They are still responsible for the conduct of the campers.
- It is your job to help campers bait the hooks and when fish are caught to work with the camper to remove the fish and have the fish thrown back.
- You need to keep track of all items for the fishing awards. See the awards section of this manual for them.
- Supervise campouts ensuring necessary supplies are present

#### **Essential Functions**

##### **Must be able to**

Educate Participants

Observe participant's behavior

Get to remote locations on camp property quickly

Identify and respond to hazards

Work with different age and skill levels

Plan and conduct activity.

Assist campers in emergency (fire, evacuation, illness, or injury)

Observe loading and unloading of buses and vans

Possess strength and endurance required to maintain constant supervision of campers.

**WORK HOURS:** Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart

around 12:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

**All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.**

**ON DUTY:** Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

**NIGHT OFF:** We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

**BUSSING**: Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

**SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF**

**I have read the above job description and understand my responsibilities.**

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**Print Name**

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**Date**

\_\_\_\_\_

**Signature**

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**Date**