

# **QSC Sails and Trails Summer Camp Director Job Description**

3/20/21 rev1.0

The Sails and Trails Summer Camp Director is responsible for the supervision of the summer operation of the QSC Sailing School and the QSC/Flanders Sail and Trails summer camp program. These programs run throughout the summer at the Quassapaug Sailing Center on Lake Quassapaug in Middlebury, CT.

## **Job Duties/Responsibilities**

- Supervise all the staff including waterfront director(s), sailing instructors and nature counselors.
- Oversee set-up of camp, both seasonal and daily
- Oversee registration of all students
- Oversee and maintain daily student check-in and sign-out procedures
- Act as liaison between parents and the program
- Physically on-site at the Quassapaug Sailing Center Monday through Friday, 8:30am-4:30pm
- Ensure that QSC programs are meeting all state youth camp licensing requirements.
- Maintain files for camper's medical forms
- Plan curriculum with sailing instructors
- Plan curriculum with nature program counselors
- Interface to QSC volunteers on the maintenance of the Sailing Center watercrafts including powerboats (Waterfront Director will also be managing this task)
- Ensure all equipment is properly stored at end of day and end of the season
- Ensure all campers are picked up.
- Oversee All Star Regatta (a Saturday event, Aug 7).
- Sailing experience a plus, but not a requirement.

Please note that these are examples of duties but are not limited to these duties

## **Requirements**

- Must be 21 years old or older
- Must have administrative or supervisory experience in an organized camp (State License Requirement).
- American Red Cross CPR/First Aid
- Superb communication skills and problem solving skills

## **Dates and Times of Employment:**

Saturday June 5<sup>th</sup> 10am-11am Open House

Monday - Friday, 8:30am - 4:30pm, June 16 - August 17.

Saturday, August 7, 9am - 3pm.

## **Contact**

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