



## JOB DESCRIPTION

<b>TITLE:</b>	Activity Coordinator	<b>LOCATION:</b>	YHWS Main Office
<b>REPORTS TO:</b>	Director of Operations	<b>STATUS:</b>	Non-Exempt(Hourly)
<b>SUPERVISES:</b>	N/A	<b>PAY RANGE:</b>	\$8-\$10/hr

**JOB SUMMARY:** Responsible for running daily operations of the non-motorized fleet slotted specifically for Winshape Camp activities. This will be accomplished by providing excellent customer service, maintaining punctuality, communicating effectively with fellow employees and supervisors, and efficiently handling all tasks related to non-motorized craft.

Supports and contributes to the mission, vision and values of the company:

**Mission:** To provide a memorable experience for Winshape campers.

**Vision:** To deliver the highest quality non-motorized watercraft, maintain a professional demeanor, and create a lasting impression with each and every camper.

**Values:** *Accountability-*We are personally and collectively responsible for delivering on our commitments.

*Collaboration-* We communicate effectively with fellow employees and supervisors.

*Compassion-* We act with kindness and respect for all those we serve.

*Excellence-* In whatever we do, we do it with a dedication to be the best.

*Integrity-* We uphold the highest standards of honesty and integrity in all that we do.

*Investment-* We have a commitment to the growth and success of the rental business.

*Adaptability-* We proactively pursue continuous improvement.

*Service-* We strive to provide an experience that exceeds our customers' highest expectations.

*Teamwork-* We will respect and support one another in achieving our goals and mission.

*Balance-* We strive to operate a professional rental company with a focus on customer service to invest in our future.

### REQUIRED QUALIFICATIONS

<b>Education</b>	High school diploma or equivalent
<b>Experience</b>	One to two years of customer service and/or summer camp experience; One to two years experience towing trailers, boats, etc.
<b>Licensure</b>	Valid Driver's License
<b>Skills</b>	Excellent customer service skills and communication skills, ability to work in a fast-paced environment, work with little to no supervision, towing trailers and watercraft.
<b>Environment</b>	Indoor/Outdoor environment; will be in a vehicle delivering non-motorized watercraft, but will have to be out of the vehicle for periods of time to load/unload non-motorized watercraft as well as lead guided tours for Winshape campers. Due to the season and time of year, will be exposed to high temperatures and humidity.
<b>Hours of Work</b>	Monday-Wednesday from 9am-5pm. (start and end times may vary from day to day)
<b>Travel</b>	Requires light travel on a daily basis.
<b>Physical Requirements</b>	This position requires a high level of physical activity. Will be required to lift items of up to 75lbs. Will additionally be required to participate in the expedition with the campers and staff as a guide.

### PREFERRED QUALIFICATIONS

<b>Certification</b>	Current CPR certification, Current life guard certification
<b>Experience</b>	Experience towing trailers and watercraft.

## JOB FUNCTIONS

<b>1. Deliver</b>	<ul style="list-style-type: none"><li>• Deliver non-motorized craft from YHWS main office location to designated drop off location for Winshape campers and staff.</li></ul>
<b>2. Reception</b>	<ul style="list-style-type: none"><li>• Greet campers and staff in a friendly and professional manner.</li><li>• Accommodate all reasonable needs of campers and staff.</li></ul>
<b>3. Clean &amp; Outfit</b>	<ul style="list-style-type: none"><li>• Clean craft thoroughly (before and after use)</li><li>• Keep all watercraft outfitted with coast guard approved life vests and kayak/SUP paddles.</li></ul>
<b>4. Orientation</b>	<ul style="list-style-type: none"><li>• Become familiar with watercraft safety orientation and present this information to campers and staff frequently on a daily basis.</li><li>• Ensure camper is comfortable with craft before sending them out.</li><li>• Go over proper kayaking techniques with campers.</li></ul>
<b>5. Organization</b>	<ul style="list-style-type: none"><li>• Store all non-motorized watercraft on the trailer in an organized and safe manner.</li><li>• Park truck/trailer in YHWS main office storage lot at the end of each day.</li></ul>

## ACKNOWLEDGEMENT

I have read this job description (or had it read to me) and completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my company without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor. I understand that if at any time I am unable to perform the duties as outlined here, I must contact my immediate supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date