

**Paddling Specialist (Program Coordinator)**  
Mercersburg Academy Summer Programs

**Job Classification:** Staff, Full-Time, Seasonal, Exempt  
**Reports to:** Mercersburg Adventure Camp Director

**Summary**

The paddling specialist will plan and lead all instructional kayaking and canoeing activities for Mercersburg Adventure Camp, including paddling both at the indoor pool and outdoors off campus. The paddling specialist is also responsible for overseeing recreational paddling or tubing for other programs when scheduled.

**Responsibilities and Duties**

- Assist in day-to-day operation and execution of the program by organizing and leading instructional paddling activities for small to large groups.
- Educate participants in proper technique and safety.
- Oversee management and care of the physical facilities and equipment in the paddling areas.
- Ensure the security and proper storage of the paddling equipment when not in use.
- Conduct a check of equipment before and after each use for safety, cleanliness, and good repair.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program and all program areas. This includes but is not limited to being responsible for camper safety and whereabouts at all times.
- Participate enthusiastically in all camp activities, planning and leading those as assigned, including some that may fall outside of the realm of paddling.
- Assist program directors and assistant directors with other administrative responsibilities as needed.

**Knowledge, Skills, and Abilities**

The ideal candidate is thoughtful, articulate, and passionate about the mission of summer programming at Mercersburg Academy. This position requires individuals who communicate effectively and take initiative.

- Strong interpersonal skills and an ability to work with children in building self-esteem and self-confidence.
- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Outstanding communication skills in writing, in-person, and over the telephone.
- Outstanding listening and analytical skills.

- A creative, good-natured member of a team with demonstrated collaborative and proactive manners.
- Exceptional organizational skills and attention to detail.

### **Minimum Qualifications**

- At least 21 years old with a valid driver's license and a clean driving record.
- Experience supervising and leading paddling activities with an ACA Level 2 Certification or equivalent
- Certifications in wilderness first aid or similar certifications a plus
- Management experience at a camp or daycare, school experience, and familiarity with Mercersburg Academy's programs.

### **Physical Demands**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

- **Environment:** Work is performed in both indoor and outdoor environments where the noise level ranges from quiet to moderately loud. These environments will vary.
- **Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; climb stairs; must have the physical ability to lead and participate in camp activities such as hiking, swimming, team building initiatives, building campfires, and physical games and activities; to travel in all modes of transportation; sufficient manual dexterity and hand-eye coordination to operate equipment as needed; and to verbally communicate to exchange information with both English-speaking and non-English speaking contacts.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

*This description is intended to provide a general scope of the position. This job description may include other duties as assigned by the manager.*