

GENERAL JOB DESCRIPTIONS

Because of Canoe Island French Camp's unique program and small size, every counselor also teaches at least one activity area and sometimes one in the morning and one in the afternoon. Below is a list of positions, responsibilities and expectations that should help you become familiar with the roles of staff members at Canoe Island French Camp. Full job descriptions are available.

Program Director

- Previous staff experience at Canoe Island preferred
- Work with Canoe Island Camp Director to coordinate schedule of activities
- Have ability to work on computer
- Resource person for Canoe Island staff; liaison between staff and Camp Director
- Assist with Canoe Island staff training, staff meetings, staff evaluations
- Supervise camper activity selection process; maintain records of summer program

Counselor:

- Be 18 year of age or older with at least one year of university or college education completed
- Have documented experience working with children
- Live in tipis and be responsible for 3-4 campers
- Make the health and safety of camper your primary concern at all times
- Help plan evening and special thematic activities
- Be able to speak French and English to a conversational level
- Be able to teach or assist in teaching French language classes
- Prepare lesson plans at *debutant*, *moyen* or *avancé* levels

Art Instructor

- Have documented experience teaching a variety of arts and crafts and knowledge of art history
- Prepare *l'atelier* for use at beginning of camp, close up at end; do inventories
- Design morning and afternoon program to incorporate French art, themes, vocabulary, etc.
- Use French during instruction
- Help prepare thematic events

Boating Instructor

- Have documented experience of ability to teach sailing, kayaking and/or canoeing
- Certified lifeguard (First Aid/CPR inclusive) preferred
- Supervise afternoon boating activities (generally 4-10 campers) as, or in conjunction with a certified lifeguard (First Aid/CPR inclusive)
- Learn to operate small, motorized watercraft
- Assist in leading boating trips away from camp per Outcamp Trip Procedures
- Instruct using pertinent French vocabulary

Fencing Instructor

- Have documentation/certificate of experience and ability to teach beginning to intermediate levels
- Utilize appropriate safety devices on all fencing students at all times
- Instruct morning classes including pertinent French vocabulary; afternoon classes as needed (generally 4-6 campers who have already taken morning beginning class)
- Monitor safety needs of classes and equipment

French Cooking Instructor

- Have ability to teach fundamental French cooking
- Have or obtain Washington Food Handlers Permit
- Teach morning classes including pertinent French vocabulary; afternoon classes as needed (generally 4-5 campers)
- Supervise daily cleaning of cooking class area
- Monitor daily record of refrigerator temperature; monitor safe operation of equipment

French Culture Instructor

- Utilize resources of Canoe Island library and other sources to introduce campers to French daily life, history, geography, literature, music, art, sports, etc.
- Organize morning classes (generally 4-6 campers)

- Incorporate the theme of each session (la Revolution, les Chevaliers, les Voyageurs, Le Monde Francophone)
- Instruct using pertinent French vocabulary

L'Observateur Editor

- Work with interested campers and staff to publish "L'Observateur" each session
- Ability to use computer software, scanner, camera
- Knowledge of yearbook or newspaper production helpful
- Work with other instructors to help campers produce art and articles for journal
- Instruct using pertinent French vocabulary

Photography Instructor

- Have documented experience in photography and black and white developing
- Supervise and instruct safe use and disposal of all darkroom chemicals
- Instruct photography classes including pertinent French vocabulary (generally 3-4 campers)
- Work with Newspaper Editor on publication of L'Observateur each session

Pool/Dock Lifeguards

- Have Red Cross (or ACA approved) Lifeguard Training certification
- Observe/document each camper's swimming ability on arrival at camp
- Work with Maintenance personnel regarding pool maintenance
- Clean pool with maintenance personnel assistance
- Supervise pool during afternoon activity periods, per approved ratios (1/12)
- Incorporate pertinent French vocabulary into program
- Oversee afternoon waterfront activities at dock; must learn to operate small motorized watercraft

Sports/Games Instructor

- Have experience teaching a variety of sports/games
- Supervise afternoon sports/games (generally 4-12 campers)
- Monitor safety needs of classes and equipment
- Instruct using pertinent French vocabulary

Theater Instructor

- Have documented experience of ability to teach a variety of theatre activities
- Supervise theatrical productions, to include at least one evening performance of at least 30 minutes
- Instruct morning activity to include short sketches about theme; instruct afternoon class
- Maintain costumes and props
- Instruct using pertinent French vocabulary