

Junior Instructor Daily Schedule and Responsibilities Overview

Note: This is a generalized document meant to summarize junior instructor duties. Other duties appropriate to individual skill & experience not included in this document may be requested and agreed upon ahead of time for the purpose of providing an excellent Sail Camp experience.

8:30 AM - Arrive at facility with everything you need for the day

AM Prep Responsibilities

- Set up classrooms
- Fill water containers
- Move Optis or prams
- Fill gas tanks - report empty Jerry cans to site supervisor
- Discuss class plan with mentor - be sure to speak up about leading a game, a chalk talk, or a group activity

9:20 AM -

- At West Shore: be in classroom space as students arrive
- At Wollochet: head to parking lot to greet students
- Be prepared to welcome campers, help run camp games, help campers learn knots, and model healthy interaction & camp behavior

9:30 AM - Students arrive and class begins

- Model active listening skills during chalk talks and games
 - Quiet, eye contact, asking questions when appropriate to aid camper learning, assisting in chalk talks & demonstrations
- Participate actively in all camp activities, lessons and games

- Sit next to students during talks that may need help focusing
- Assist in boat rigging and check to make sure students are ready to leave the dock
- Sail with students that may be afraid or need extra help
- Complete needed projects as time allows

12PM - 1PM - Lunch time

- Sit with students for lunch break (a staff member should always be available for any issues)
- Lead a game

12:30 - AM Junior Instructors depart and PM Junior Instructors Arrive

1 PM - Students arrive and class or afternoon session begins - afternoon routine is similar to morning routine

3:30 PM - **Begin putting away dock (rinsing boats and moving prams)** - help instructors with getting kids ready to leave & site cleaned up

4:00 PM - Students Depart

4PM - 4:30PM - Clean Up

- Debrief the day with your mentor and discuss your role tomorrow
- Report any broken equipment to your site supervisor
- Make sure all equipment is properly put away
- Rinse down boats
- Take out trash