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Activities Coordinator

Overview

The Activities Coordinator for WB Surf Camp must be a multi-talented individual with strong communication and organizational skills. This position is the face of WB Surf Camp and Cape Fear Paddleboarding. During the summer months, we have consistent lessons/tours every day in up to five locations. It is the Activities Coordinator's responsibility to ensure the proper organization and check-out/check-in of a variety of program specific equipment for each lesson. The Activities Coordinator will have full accountability of all WB Surf Camp equipment.

Logistics are a key element of our program. The Activities Coordinator will assist with the coordination of lesson reservations, equipment rentals, and inventory management/upkeep. This position reports to the Program Coordinator.

Skills and Requirements

Minimum Qualifications

- ❖ Minimum 2 years of college
- ❖ Working knowledge of surfing/SUP fundamentals, as well as related equipment, gear and repair
- ❖ Customer service experience
- ❖ Ability to lift 50 pounds unassisted
- ❖ Competent with Microsoft Word, Excel, and Outlook
- ❖ Outgoing and well-spoken professional demeanor
- ❖ Ability to prioritize and adjust tasks based on a fast paced evolving schedule
- ❖ Reliable transportation
- ❖ Clean driving record

Desired Skills & Traits

- ❖ Professional experience managing inventory in a retail, warehouse, or distribution setting
- ❖ Strong communication, decision making, logistical skills
- ❖ High attention to detail and strong organizational skills
- ❖ Energetic, morning person with a positive attitude
- ❖ Ability to remain focused in a fast paced, stressful, and noisy environment
- ❖ Excellent creative and critical thinking skills
- ❖ Ability to accept and give constructive criticism
- ❖ Team player

Responsibilities and Duties:

Duties primarily take place at SurfBerry in Wrightsville Beach, NC but may occasionally require travel to the Surf Camp Inc. business office in Ogden, NC, approximately a 15 minute drive away, and deliveries to Wrightsville Beach/Figure 8 Island.

Individual must maintain a strong skill set in the following areas: organization, punctuality, problem solving, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for each client and staff member. This position will require long hours and work on weekends and holidays.

The following skills are crucial for goal-setting, prioritization, strategy development, adherence to policies and procedures, and time management. It is of utmost importance to be pro-active and forward thinking.

Staff responsibilities include, but may not be limited to the list below.

- ❖ Professionally represent the company
- ❖ Provide excellent customer service both in person and over the phone
- ❖ Come to work prepared, clean shaven + in uniform
- ❖ Be accountable for all equipment
- ❖ Adhere to and enforce proper Equipment Check-in/Check-out Procedure
- ❖ Hold the release of equipment to participants and staff until all paper is properly filled out
- ❖ Maintain safe, clean, and functional inventory
- ❖ Perform repairs to damaged equipment
- ❖ Properly organize, handle and store all equipment and gear
- ❖ Assist outfitting participants with properly-sized equipment, including pre-session allocation of gear based upon participant skill-set and size
- ❖ Effectively communicate with surf school coordinators on available equipment and in house lesson reservations
- ❖ Conduct operational support errands as needed
- ❖ Clearly understand company goals, high safety standards, and mission; continuously work to professionally promote the organization's mission and achieve its goals
- ❖ Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs

Compensation

We offer above average industry-standard compensation commensurate with experience, and the inclusion of pro-deal opportunities.

Position Duration

Part-Time and Full-Time positions operate from mid April through mid October

About Surf Camp Inc

Surf Camp Inc. is a leader in the growing world of learn-to-surf adventure camps. Our brand symbolizes a long-standing commitment to technical instruction expertise and ocean safety awareness which is evident in our three main core values: "Safety, Learning, and Fun!" We develop and conduct a diversified mix of summer camps for kids and teens, as well as adult travel adventure programs.