



Toll Free 1.866.844.7873  
910.256.7873  
910.686.9664 fax  
info@wbsurfcamp.com

7213 Ogden Business Lane  
Suite 214  
Wilmington, NC 28411  
www.wbsurfcamp.com

# Travel Camp Unit Leader

## Overview

The Travel Camp Unit Leader must be a multi-talented, service oriented individual with a strong desire to provide surf and ocean safety instruction to campers on a travel adventure. Our program attracts teens from all over the world that have the desire to learn how to surf and experience the local culture unique to California and Costa Rica. The applicant must have a passion for marine stewardship, teaching, inspiring youth, and surfing. This position requires the candidate to work as part of a team to inspire, instruct, and provide care to a group of travel campers. Surf instruction experience is not necessary. Candidates will go through our surf instructor training and certification program at no cost.

The Unit Leader will be responsible for the implementation of all daily activities and will perform a variety of administrative duties. This role requires a detail oriented team player with the ability to see multiple concurrent tasks through to completion. The Unit Leader must provide leadership, guidance and feedback to all team members. Teamwork and communication are critical; qualified candidates will provide feedback to all staff and partners at both our headquarters in North Carolina and on location. Last but not least, the Unit Leader must ensure all staff and campers stay safe while having an awesome and life enriching experience. This position reports to the Program Coordinator.

## Skills and Requirements

### Minimum Qualifications

- ❖ BA or BS in marine biology, environmental science, education, recreation, or related field (or equivalent experience)
- ❖ At least 25 years of age
- ❖ Must be in excellent physical condition, and able to lift 50lbs unassisted
- ❖ Ability to pass a 500 yard open-ocean swim test
- ❖ Current certifications: Lifeguarding, CPR and First Aid
- ❖ Must have 3 years surfing experience + possess a broad knowledge of surfing fundamentals
- ❖ Experience in marine science, environmental education, summer camp counselor or related fields
- ❖ For international travel programs, a current passport will be required
- ❖ No conflicting commitments including travel, work, or other leave of absence
- ❖ Proven ability to effectively manage staff and organize campers
- ❖ Able to pass a government background check + clean driving record

### Desired Skills & Traits

- ❖ Master's in marine biology, environmental science, education or related field
- ❖ Wilderness First Responder Certification
- ❖ Foreign language fluency (Spanish preferred)
- ❖ Previous trip leading experience and experience in a summer camp setting
- ❖ Familiarity with local marine ecosystems and organisms
- ❖ Environmental education certification or teaching credential
- ❖ Excellent critical thinking and problem solving skills
- ❖ Strong desire to change the world for the better through education and action
- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Team player with a positive attitude, even when things are not going smoothly
- ❖ Loyalty, honesty, and a commitment to excellence

## Responsibilities and Duties:

Working in collaboration with other staff members, you will provide 24-hour supervision for campers, both in the rooms and in the field. 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 to provide the best possible experience for each camper.

WB Surf Camp's Travel Camp Unit Leader will work closely with Counselors, outfitters, vendors, and the leadership team to care for teen campers whose parents have entrusted us with their well-being. The following skills are crucial for goal-setting, prioritization, strategy development, adherence to policies and procedures, and time management. As Unit Leader, it is of utmost importance to be pro-active and forward thinking. It is ultimately the Unit Leader's responsibility to ensure the safety and well-being of all campers and unit staff.

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

- ❖ Maintain the highest level of risk management, responsibility and sound judgment at all times
- ❖ Provide consistent support to leadership team, by handling tasks and duties, delegating duties to staff, and focusing on campers' safety and schedule
- ❖ Responsible for the implementation of program curriculum and consistent day-to-day activities
- ❖ Work closely with vendors/partners to provide an enriching experience for our campers, both in and out of the water
- ❖ Attend all scheduled pre and post trip meetings with the leadership team
- ❖ Perform all pre-session tasks, including but not limited to: arriving at the camp location prior to the start date, reviewing camp binder, preparing for camper arrival, contacting clients, delegating responsibilities, and ensuring all supplies are prepared and accessible
- ❖ Coordinate camper check-in and check-out; picking up campers from the airport on the first day and on the last day, remaining at the airport until the last camper flight departs
- ❖ Organize and help prep facilities and clean vehicles at the end of each camp session
- ❖ Complete all post-session tasks; including but not limited to: completing binder checklist, clean-up, program and staff evaluations, and inventory of supplies
- ❖ Conduct daily team meetings to go over any camper issues, logistics and schedule
- ❖ Make quick decisions throughout the day based on weather and wave conditions
- ❖ Practice open communication with your team; address any issues immediately
- ❖ Mentor staff and provide feedback and corrective action when necessary
- ❖ Ensure that budgets are met and cost efficiencies are improved
- ❖ Organize, develop and implement program curriculum
- ❖ Prepare and lead hands-on, educational activities
- ❖ Supervise and actively participate in all camp activities
- ❖ Put camper needs before own; get to know each camper, make them feel welcome and accepted
- ❖ Provide proper behavior management of campers; handle camper discipline issues and emergency situations that may arise
- ❖ Serve as a positive role model, display maturity, responsibility, flexibility, and sound judgment
- ❖ Oversee participants safety, medication administration, and dietary preferences
- ❖ Safely transport students in 15 passenger vans
- ❖ Follow proper Emergency Procedures when necessary
- ❖ 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. In addition, the compensation package will include accommodations/meals during the summer program and flights to/from the program site, valued at \$2,750.

## **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.