

**ELIOT INSTITUTE**  
**BOAT DOCK COORDINATOR**  
(Revised April 2017)

**SELECTION:** Selected by the Dean, with the assistance of the Waterfront Director.  
Responsible to the Waterfront Director.

**QUALIFICATIONS:** A responsible adult capable of recruiting and supervising other responsible adults 18 and older.

**GENERAL RESPONSIBILITIES:** Ensure the use of boats in the Lagoon occurs only in accordance with established safety routines, and only under appropriate adult supervision.

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**BOAT DOCK COORDINATOR**  
**TIMELINE**

**BEFORE CAMP**

- \_\_\_ Register for camp, sign contract and Code of Ethics and return to Registrar.
  
- \_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
  
- \_\_\_ Schedule with the Dean the hours the Boat Dock will be open. [Usually 1:00-5:00 pm and 7:00-8:00 pm.]
  
- \_\_\_ Prepare a schedule sheet with spaces where people can sign up for a specific time to be at the boat dock. Afternoon shifts are usually two hours, i.e. 1:00 - 3:00; 3:00 - 5:00; evening shifts (if desired) are usually one hour, i.e. 7:00 - 8:00. Post this sign on the Inn Porch. [The Volunteer Coordinator might be willing to prepare these sign-up sheets to be consistent with other sign-up sheets they are doing.]
  
- \_\_\_ Copy the documents “Boat Dock Volunteer” and “Boating Tests” for your volunteers. Print them double-sided and put in something they can read quickly and will stay protected, i.e. sheet protector or laminated.
  
- \_\_\_ Be familiar with ‘Seabeck’s Rules for Lagoon Use.’ The Registrar will have a copy for you upon arrival at camp. If you would like to view it earlier, see Ideas, Hints and Tips at end of this job description.
  
- \_\_\_ Be familiar with “Eliot Waterfront Rules” and any rules that might apply to boat dock personel.
  
- \_\_\_ If, by one week before camp, you haven't received notice of any volunteers for boat dock duty, contact the Volunteer Coordinator. You can then contact these volunteers by email/phone before camp or at camp.

## **ARRIVAL DAY**

- \_\_\_ Attend Staff Meeting
- \_\_\_ Be present when the Board Representative signs “Seabeck’s Rules for Lagoon Use” agreement with the Seabeck staff person.
- \_\_\_ First aid supplies are in the First Aid Cart located in the Inn Lobby for July and August camps and Juniper for Creative Arts Eliot. An automatic electronic defibrillator (AED) is stored in the Inn Office
- \_\_\_ Obtain the keys to unlock oars and other equipment from the Seabeck Office staff. Keep them all week and return to office after final closing.
- \_\_\_ Post sign-up sheet on Inn Porch.
- \_\_\_ Inspect the boats and equipment. If repairs are needed report this to the Seabeck staff. If there are issues with the boats or equipment during the week, report those to the Seabeck staff also.
- \_\_\_ At First Evening Orientation Meeting:
  - Ask for Boat Dock Volunteers and tell them how to sign up.
  - Announce when boat dock will be open.

## **DURING CAMP**

- \_\_\_ Establish and maintain a schedule of adult supervision for the boat dock.
- \_\_\_ Recruit, with assistance from Volunteer Coordinator, adult campers (18 or older) to serve as Boat Dock Volunteers for one-hour or two-hour shifts.
- \_\_\_ Ensure that each volunteer is familiar with established boat dock routines, and post the procedures where the oars are stored.
- \_\_\_ Instruct volunteers on location of first aid supplies are in First Aid Cart kept in the Inn Lobby (July and August camps) or Juniper (Creative Arts Eliot). The automatic electronic defibrillator (AED) is stored in the Inn Office.
- \_\_\_ Make sure volunteers complete a formal incident report for significant injuries incurred at the boat dock. (Insurance company mandate.) The Registrar and Dean have the forms.
- \_\_\_ Be sure volunteers know following: **IF THE AIR HORN SOUNDS THREE LONG BLASTS FROM THE SWIM DOCK, MAINTAIN YOUR POSITION AT THE BOAT DOCK IF THERE ARE PEOPLE OUT IN BOATS. IF NO BOATERS ARE ON THE WATER, CLOSE THE BOAT DOCK, BUT REMAIN AT THE BOAT DOCK IN CASE A BOAT IN NEEDED.** (Note: One blast means the Lifeguard is calling swimmers to attention.)
- \_\_\_ At day’s start, unlock oars, make sure boats are ready for use. At day’s end, clean up around the dock area and put away and lock oars and secure flotation devices.
- \_\_\_ Ensure the Boat Dock is open and properly supervised by volunteers, usually from 1:00 p.m. to 5:00 p.m., and for one hour following supper each day from 7:00 p.m. to 8:00 p.m. Be available to supervise the dock when there are no volunteers for a particular time slot or when there is a no-show.

- Conduct boating tests for those boaters younger than 18 years of age. This is usually done the first full day of camp (Sunday) but can be done any time during camp. Children or Youth wishing to boat will have a bracelet on which a boating stripe has been placed. [See “Boating Tests” document]
- Supervise Paddle Boats. Children who have not passed the boat test can still earn a paddle boat badge. [See Paddle Boat Test in “Boating Tests” document]
- Help supervise during waterfront events, i.e. Lagoon swim, Triathlon. Make sure during these two events that there is a boat in the Lagoon manned by two adult campers and equipped with extra personal flotation devices and other life-saving equipment deemed necessary by the Waterfront Director. Ensure swimmers in these events exit the water and tag their teammate’s hand at the end of the dock. Close the boat dock for swimmer safety during these events.
- August Camp: Help supervise the Hiroshima Boat Ceremony: The day before the Peace Boat Ceremony, confirm with the Waterfront Director(s) a Peace Boat Safety Plan - timing to meet at the Boat Dock, how to get the children on the shore organized and safely into row boats/paddle boats and afterward safely out of them. To facilitate entry and exit from the boats, have two adults present on the dock to load the boats, push the boats away from the dock, and assist children exiting the boats. Make sure each MAG rower has passed the row boat or paddle boat test and each passenger has passed the swim test.

#### **LAST DAY OF BOATING**

- Ensure all boating equipment is put away and locked up. Return keys to Seabeck office.

#### **AFTER CAMP**

- Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

### **IDEAS, HINTS and TIPS**

#### **SEABECK’S RULES FOR LAGOON USE**

Here's the link on the Seabeck website for the Lagoon Use form:

[http://media.wix.com/ugd/00a371\\_803de2053bc54985bc126fae6d4f0c10.pdf](http://media.wix.com/ugd/00a371_803de2053bc54985bc126fae6d4f0c10.pdf)

To navigate to the form:

www.seabeck.org –> "Group Retreats" menu –> select "Retreat Forms" –> scroll down, then select "Lagoon Form"