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Surf School Coordinator

Overview:

WB Surf Camp is seeking a detail-oriented and energetic Surf School Coordinator to lead the organization and execution of our Carolina Surf School lessons and tours. As the first point of contact for clients, you'll play a critical role in ensuring smooth scheduling, effective communication, and seamless operations for surf and SUP lessons at multiple locations.

This seasonal position requires strong logistical skills, a proactive mindset, and a passion for delivering exceptional experiences to our participants. You'll work closely with instructors, clients, and the Activities Coordinator to maintain high standards of safety, organization, and fun. The Surf School Coordinator reports to the Program Coordinator.

What You'll Do:

Scheduling & Operations

- ❖ Schedule and manage surf/SUP lessons, including coordinating instructors for up to five locations.
- ❖ Maintain a detailed database of scheduled lessons and manage instructor availability for a team of approximately 20 seasonal staff.
- ❖ Oversee lesson preparation, ensuring supplies, equipment, and paperwork are organized and ready.

Communication & Coordination

- ❖ Communicate lesson details to instructors and clients, addressing any questions or concerns promptly.
- ❖ Coordinate lesson reservations through the SurfBerry activity desk and ensure proper transfer of bookings.
- ❖ Provide clear and timely updates to instructors, staff, and participants.

Administrative Support

- ❖ Collect and review lesson paperwork, ensuring accuracy before filing.
- ❖ Assist with camp-related office tasks and secondary administrative duties as needed.
- ❖ Support the leadership team by attending meetings and contributing to operational improvements.

Customer & Staff Engagement

- ❖ Serve as a point of contact for participants, delivering excellent service and addressing any issues with professionalism.
- ❖ Collaborate with instructors and staff to ensure lessons run smoothly and participants stay safe.

Responsibilities:

- ❖ Act as the liaison between clients and instructors, ensuring smooth communication.
- ❖ Coordinate and transfer lesson reservations with the SurfBerry activity desk.
- ❖ Handle pre-lesson preparation, including confirming supplies, schedules, and weather conditions.
- ❖ Manage lesson-related paperwork and filing with accuracy.
- ❖ Attend leadership meetings and contribute to achieving company goals and safety standards.

- ❖ Assist with administrative duties and other tasks as requested by the Founder.

Skills and Qualifications:

Required:

- ❖ At least 18 years of age with 2+ years of college.
- ❖ Experience in a fast-paced professional office environment.
- ❖ Proficiency in Microsoft Word, Excel, and Outlook.
- ❖ Strong organizational and multitasking abilities with attention to detail.
- ❖ Reliable transportation and ability to lift 50 pounds unassisted.
- ❖ Outgoing and professional demeanor with excellent verbal and written communication skills.

Preferred:

- ❖ Pursuing or completed a degree in Recreation Management, Business, or a related field.
- ❖ Strong decision-making and logistical planning skills.
- ❖ Energetic, morning person with a positive attitude and creative thinking abilities.
- ❖ Team player capable of providing and accepting constructive feedback.

Why Join Us?

- ❖ Competitive hourly pay (\$10–\$13/hour based on experience).
- ❖ Full-time seasonal role, 40 hours/week.
- ❖ Job perks, including pro-deal opportunities and the chance to work with a dynamic team in a fun, fast-paced environment.

About Surf Camp Inc.:

Surf Camp Inc. is a leader in the world of learn-to-surf adventure camps. With a strong commitment to Safety, Learning, and Fun, our programs inspire confidence, character, and respect for the ocean. From kids' summer camps to adult travel adventures, our goal is to create transformative experiences for all.

Mission Statement:

"Our mission is to cultivate a love and respect for the ocean by building confidence, developing character, and inspiring stoke through safety, fun, and learning."