

Silver Lake Camp and Retreat Center
Job Description

Job Title: Adventure Team Coordinator for Silver Lake Camp and Retreat Center

Classification: Seasonal

Reports to: Program Director for Silver Lake camp and Retreat Center

Department: Outdoor Ministries

Salary: \$3400 stipend

Housing: Included

Dates of Contract: June 16-August 28, 2024

Position Purpose:

Oversee the safe operations of the Silver Lake Adventure Program which includes field games, low ropes, and high ropes. Responsible for the supervision and training of staff (3-5 people) on safe operating procedures and effective facilitation techniques. Work with volunteer Deans to create adventure programming that enhances the experience and supports the growth of the campers. Monitor and Contribute to the well-being of the staff community as a member of the Coordinator Team.

Essential Job Functions:

1. Oversee safe operation of the Adventure Program
 - ◆ Become familiar with Local Operating Procedure manuals.
 - ◆ Make certain the program area meets all State statutes and ACA standards.
 - ◆ Train staff in safe operation of all program areas.
 - ◆ Train staff in effective facilitation techniques.
 - ◆ Perform regular inspections of all equipment and keep updated logs.
 - ◆ Regularly evaluate program space and address or report any issues found, with a focus on safety.
2. Supervise Adventure Team staff
 - ◆ Plan and implement regular training with all staff members.
 - ◆ Assess staff skills and create plans for improvement.
 - ◆ Schedule staff as needed to meet required program ratios.
 - ◆ Perform pre, mid, and end of summer evaluations with each team member.
 - ◆ Serve as a role model and mentor to team, other staff, and campers.
3. Create Adventure programming that enhances camper experience
 - ◆ With Program Director, design sessions that will support each program's goal
 - ◆ Schedule Adventure sessions for each program.
 - ◆ Nurture a culture of challenge by choice.
 - ◆ Celebrate participant successes.
 - ◆ Focus on helpful language and care for other participants in the group.
4. Serve as a member of the Coordinator Team
 - ◆ Represent A-Team needs and concerns at daily Coordinator Meeting.

- ◆ Monitor and contribute to the well-being of the staff community.
- ◆ Support other Coordinators in their work.
- ◆ Report staff or other program concerns to Program Director.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events on or near the ropes course.
- ◆ Other duties as assigned.

Relationships:

The Coordinator will work closely with the Directors to ensure the smooth and safe operation of facilities and effective program delivery. The Coordinator will also work with the Directors to create a healthy staff community and to support the summer camp program. The Coordinator will work with the Program Coordinator to schedule programming and ensure Adventure sessions meet program session curriculum goals.

Equipment Used:

- ◆ Field games props
- ◆ Low Ropes elements
- ◆ High Ropes belay equipment, including but not limited to carabiners, ropes, belay devices, harnesses, helmets, ladders, rescue equipment, maintenance equipment

Qualifications:

- ◆ Age 20 or older.
- ◆ Minimum 80 hours working as a basic facilitator on a high ropes course.
- ◆ Training or certification equivalent to ACCT Level II.
- ◆ Minimum of 4 weeks of management in a supervisory capacity in a similar program in the last 3 years.
- ◆ First Aid/CPR/AED certification, or ability to obtain.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.