



ADVENTURE CAMP COORDINATOR
JOB DESCRIPTION
Summer, Seasonal Position

Highlands Presbyterian Camp and Retreat Center is a facility that ministers to children, youth, and adults of all ages through summer camp programs, adult educational opportunities, and guest group rentals. The Adventure Camp Coordinator shall minister by overseeing and serving the needs of the camp's adventure based programming. Adventure Staff shall coordinate, plan, and direct the Middle School Adventure Camps, Senior High Adventure Camps and any other planned Adventure Programs. Duties will include planning, scheduling, leading activities and counseling campers. The Adventure Camp Coordinator will provide supervision to the rock climbing and challenge course programs of the overall camp, including training and supervising other staff at these activity sites.

The Adventure Camp Coordinator shall be under the supervision of and responsible to the Director of Summer Camps, and shall work closely with other staff supervisors in coordinating camp activities and needs.

The Adventure Camp Coordinator is not responsible for the direct supervision of other Highlands staff members.

The Adventure Camp Coordinator shall perform all these duties related to the position as assigned by the Director of Summer Camps including (but not limited to):

1. Serve as a mature Christian example for the campers and fellow staff.
2. Plan, direct and lead each week-long Adventure Camp, including equipment upkeep and set up, meal selection and preparation, activity design and leading, counseling campers and leading devotions and Bible studies.
3. Work closely with other staff supervisors in scheduling activities such as, but not limited to, canoes, archery, challenge course, mountain biking, and hiking.
4. Provide leadership to volunteers when needed.
5. Assist in planning and conducting staff training.
6. Train staff in leading rock climbing and challenge course activities, and assume primary supervisory role for climbing and shared supervisory role for challenge course.
7. Be knowledgeable of ACA standards and ensure compliance in assigned activity areas.
8. Be visible and approachable to campers, parents, staff and volunteers.
9. Meet weekly, when possible, with the camp leadership team.
10. Serve as a driver for transporting participants to and from various activities.



Requirements:

- Successful screening during Criminal Background Check investigation
- Be experienced in leadership and skilled at encouraging others in leadership
- Be experienced in leadership with the following age groups: middle school, senior high, college or other peer groups.
- Have experience in teaching/leading Bible Studies.
- Be at least 25 years of age with a clean driving record.
- Be willing and enthusiastic in leading or learning to lead a variety of activities.
- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be aware of and implement ACA and Health Department regulations.
- Be able to lift 50 lbs.
- Have experience in camping and a variety of outdoor activity leading.
- Possess certification as WFA and CPR, and verifiable training in instructing and facilitating rock climbing, challenge course, and hiking.
- Be comfortable sleeping in a tent at the Highlands adventure site for most of the summer.

**RESPONSIBILITIES AND DUTIES COMMON TO ALL
SUMMER / SEASONAL STAFF**

1. To be willing to place the needs of the Highlands above personal desires.
2. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
3. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the direct supervisor.
4. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
5. To have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.
6. To joyfully give 100% effort to the job.

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