



Camp Albemarle Adventure Coordinator Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Adventure Coordinator is responsible for scheduling, planning, and guiding all off-site camping trips. The Adventure Coordinator is considered a support staff role when all responsibilities and duties related to their position are complete, meaning they assist in all areas of camp to support the counselors and campers. Schedules change on a daily and weekly basis.

Qualifications:

1. Must be 21 years of age.
2. Must be or be able to become certified in first aid and CPR (Wilderness First Aid or higher level of outdoor medical training preferred).
3. Enrollment at a 4-year college majoring in Camping, Recreation, or a related field preferred.
4. At least 2 years of prior organized backcountry camping experience preferred.
5. Must have the ability to interact with all age levels.
6. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
7. Enjoyment and appreciation of the outdoors
8. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
9. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Schedule, plan, implement, and facilitate off-site camping activities.
3. Lead/guide family groups on overnight off-site camping trips.
4. Prepare and teach devotions relating spiritual connections to the backpacking activities.
5. Manage camper behavior.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Participate in “all-camp” activities and large group activities.
8. Abide by covenant agreement and all camp policies.
9. Responsible for the health and well-being of self and campers attending your program.
10. Responsible for gear maintenance, upkeep, and repair. Report major/unfixable issues to the Director of Summer Camp Ministries.
11. Perform all other duties and roles assigned by administrative staff.

Specific Duties:

1. Attend trainings and weekly staff meetings.



- a. The Adventure Coordinator must attend specialized training prior to serving for the summer, possibly including Wilderness First Aid.
 - b. Prior to the two-week staff training, the Adventure Coordinator must go scout the trails they will be taking campers on throughout the summer.
 - c. The Adventure Coordinator must attend the two-week staff training prior to serving for the summer. Make up training is available for some circumstances if the two-week training is missed.
 - d. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in. The Adventure Coordinator must be present and on time to all meetings.
 - e. In-service trainings take place throughout the summer. The Adventure Coordinator is required to attend all in-service trainings and perform at a specified level of competency related to their area of expertise.
2. Schedule, plan, implement, and facilitate adventure camp activities.
 - a. Pre-schedules are due to the Logistics Coordinator on Tuesday of the week leading up to the adventure camp. Schedules are subject to change based on available locations, materials, transportation, and other factors.
 - b. Collaborating in planning the adventure camp activities, programs, events, and transportation is to be done in consultation with the Director of Summer Camp Ministries.
 3. Lead/guide family groups on overnight off-site camping trips.
 - a. Specific responsibilities to be determined.
 4. Prepare and teach devotions relating spiritual connections to the backpacking activities.
 - a. After the group completes an activity, be prepared to debrief with campers in relation to camper's Christian walk.
 5. Manage camper behavior.
 - a. Use age-appropriate techniques to manage unacceptable camper behavior, consulting with the Director of Summer Camp Ministries when necessary.
 - b. Camp Albemarle does not tolerate bullying. Be proactive in keeping group interaction positive.
 6. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Maintain group control at each activity.
 - b. Refer to staff manuals to be sure all safety regulations and emergency procedures are being followed.
 7. Participate in camp wide activities.
 - a. Evening activities include: Sunday formal swim, Sunday and Thursday vespers, Thursday dances and carnivals, etc.
 - b. Be present and on time for daily activities including morning watch, meals, h-hour (rest hour), etc.
 8. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.



9. Responsible for the health and well-being of self and campers attending your program.
 - a. All staff are responsible for meeting their own personal health and hygiene needs, including taking prescribed medications.
 - b. Within your level of training, care for camper or staff injuries that may take place at your facilitated activities.
 - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
10. Responsible for gear maintenance, upkeep, and repair. Report major/unfixable issues to the Director of Summer Camp Ministries.
 - a. Take regular inventory and perform necessary maintenance on all gear.
 - b. Promptly report major/unfixable problems to the Director of Summer Camp Ministries.
11. Perform all other duties and roles assigned by the director of summer camp ministries and administrative staff.
 - a. Be flexible-staff roles change on a daily and weekly basis.
 - b. When assigned to alternative roles, refer to their specific job descriptions (Lifeguarding, A-team, etc.).

Relationships:

The Adventure Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative, and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Adventure Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the developmental needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.

Physical and Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards in the program vicinity.



5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess enough strength and endurance to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.