



## **Camp Albemarle Challenge Coordinator Job Description**

**Reports to:** Director of Summer Camp Ministries

### **Purpose of Position:**

The Challenge Coordinator is responsible for overseeing the Challenge Team in their weekly and daily tasks. They are also responsible for scheduling the Challenge Team, planning, and implementing two in-service days during the summer, and organizing the Challenge Team for daily tasks. The Challenge Coordinator should act as a model for the Challenge Team to follow, leading by example while guiding the Challenge Team to be effective Program staff. The Challenge Coordinator is also responsible for keeping maintenance logs, performing routine gear checks, and reporting their findings to the Director of Summer Camp Ministries on a weekly basis.

Challenge Team staff are responsible for facilitating all the high challenge elements. These elements include tree climbing, alpine tower, giant swing, archery, and archery tag. Facilitation schedules rotate daily. The Challenge Team staff reports to the Challenge Coordinator and Director of Summer Camp Ministries.

### **Qualifications:**

1. Must be 21 years of age OR a rising college junior.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
8. ACCT Level II certified or similar training preferred.

### **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Lead family groups in scheduled high challenge course and archery.
3. Prepare and teach devotions and lead debriefs relating spiritual connections to high challenge course elements and archery.
4. Provide breaks to Counselors.
5. Practice and enforce all camp safety regulations and emergency procedures.



6. Participate in camp-wide activities.
7. Abide by all camp policies and covenant agreement.
8. Responsible for the health and well-being of self and campers.
9. Perform routine element and equipment check-ups, maintenance, and logs.
10. Perform all other duties and roles assigned by administrative staff.

### **Specific Duties:**

1. Attend trainings and weekly staff meetings.
  - a. Challenge Coordinator must attend and facilitate the specialized training prior to serving for the summer.
  - b. Challenge 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.
  - c. 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. Challenge Coordinator must be present and on time to all meetings.
  - d. In-service trainings take place throughout the summer. All Challenge Team staff are required to attend all in-service trainings and perform at a specified level of competency.
2. Lead family groups in scheduled high challenge course and archery.
  - a. Supervise all groups that attend high challenge course and archery elements so that campers and staff can fully and safely participate in the scheduled activity.
  - b. Be early for all scheduled facilitation activities. The element you are running for a group should be set up and ready to go by the time indicated on the group's schedule. You may need to start set-up by as much as thirty minutes prior to the element to be ready by the time it is scheduled to take place.
  - c. The element should take up the entire period up until the group's next scheduled activity, except in extenuating circumstances. Consult with the Director of Summer Camp Ministries with questions regarding these circumstances.
3. Prepare and teach devotions and lead debriefs relating spiritual connections to high challenge course elements and archery.
  - a. After a family group completes an element, debrief the element with campers and staff in relation to camper's Christian walk.
4. Provide breaks to Counselors.
  - a. While not facilitating Challenge elements, provide breaks for Counselors
  - b. Challenge Team staff should be with Family Groups (not during facilitation) at least once per day, either giving the Counselor a break time or just hanging out with the group to provide support.
5. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group control at each high challenge course element and archery.



- b. Refer to staff manual and Adventure Team manual to be sure all safety regulations and emergency procedures are being followed.
6. 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.
7. 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.
8. Responsible for the health and well-being of self and campers.
  - a. The Challenge Coordinator is responsible for meeting his/her 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 element, and while you are with Family Groups.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
9. Perform routine element and equipment check-ups, maintenance, and logs.
  - a. All element and equipment check-ups, maintenance and logs are to be performed daily as described in the Challenge Team manual.
  - b. Promptly report any maintenance, element, or equipment issues to the Director of Summer Camp Ministries.
10. Perform all other duties and roles assigned by 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 description (Lifeguarding, Sailing Team, etc.).
  - c. When not facilitating elements, remember this is a program staff role. Use your down time to support other areas of camp (giving breaks to counselors and interacting with groups).

### **Relationships:**

The Challenge 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 Challenge 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 development 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 & 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 strength and endurance required 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.