



Camp Albemarle Adventure Coordinator Job Description

Direct Supervisor: Program Coordinator

Other Supervisors: Leadership Team and the Director of Summer Camp Ministries

Purpose of Position:

Do you have a passion for the outdoors and a heart for guiding campers through unforgettable adventures? As the Adventure Coordinator, you'll be the driving force behind planning, organizing, and leading exciting off-site camping trips that help kids connect with nature and grow in their faith. This role is more than just planning—it's about creating amazing experiences and being an inspiring leader for campers as they explore the wilderness, challenge themselves, and build lifelong memories.

As an Adventure Coordinator, you'll step into the role of both guide and counselor for our adventure camps, embracing each new group of campers as their trusted leader and mentor. Each week brings a new age group, keeping the adventure fresh and the energy high as you tailor trips to meet the needs of every camper. If you love the great outdoors and have a passion for leading others, this position is the perfect blend of fun and professionalism, with plenty of adventure along the way!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be 19 years of age or older.
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. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
7. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
8. Enjoyment and appreciation of the outdoors
9. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.



10. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
11. Must be able to pass a background check.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Schedule, plan, implement, and facilitate off-site camping activities.
3. Lead/guide family group on overnight off-site camping trips.
4. Abide by all camp policies and covenant agreement.
5. Plans, leads, and implements camp programs for children.
6. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
7. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
8. Maintains a schedule for camp participants.
9. Facilitates activities for daily activities.
10. Organizes and leads various small and large group activities.
11. Ensures the cleanliness of the site.
12. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
13. Knows and understands all emergency procedures associated with the camp program.
14. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
15. Mediates any campers' disputes.
16. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
17. Maintains constant surveillance of the pool/body of water areas.
18. Responsible for gear maintenance, upkeep, and repair. Report major/unfixable issues to the Director of Summer Camp Ministries.
19. Perform all other duties and roles assigned by the Program Coordinator, other Leadership Team members and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend trainings and weekly staff meetings**
 - Participate in staff development sessions and planning meetings.
 - Stay updated on camp policies, safety protocols, and program changes.
 - Share insights and suggestions to improve camp programs.
2. **Schedule, plan, implement, and facilitate off-site camping activities**
 - Coordinate logistics such as transportation, permits, and gear.
 - Plan activities that align with the camp's goals and safety standards.
 - Lead groups through outdoor skills training and team-building exercises.
3. **Lead/guide family group on overnight off-site camping trips**
 - Serve as the primary leader for camping excursions.
 - Facilitate outdoor education, such as campfire cooking and nature exploration.
 - Manage group safety, including first aid and emergency responses.
4. **Abide by all camp policies and covenant agreement**



- Follow all guidelines regarding camper behavior, staff conduct, and camp operations.
- Adhere to ethical standards that reflect the camp's mission.
- 5. **Plans, leads, and implements camp programs for children**
 - Develop outdoor adventure and nature-focused activities.
 - Adjust plans based on camper needs and weather conditions.
 - Use creative strategies to engage campers and enhance their learning.
- 6. **Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants**
 - Incorporate experiential learning in all activities.
 - Foster a fun and inclusive environment that encourages growth.
 - Evaluate camper progress and adapt activities accordingly.
- 7. **Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being**
 - Conduct regular headcounts and check-ins.
 - Provide positive reinforcement and guidance.
 - Address physical, emotional, and spiritual needs.
- 8. **Maintains a schedule for camp participants**
 - Ensure daily activities follow a structured plan.
 - Communicate changes promptly to participants and staff.
 - Balance activity intensity to avoid camper fatigue.
- 9. **Facilitates activities for daily activities**
 - Lead various adventure and recreational programs.
 - Adjust difficulty levels based on camper ages and skill levels.
 - Encourage participation and teamwork.
- 10. **Organizes and leads various small and large group activities**
 - Plan and execute activities that involve different group sizes.
 - Create opportunities for both individual and team accomplishments.
 - Adapt to group dynamics and respond to emerging situations.
- 11. **Ensures the cleanliness of the site**
 - Enforce Leave No Trace principles during off-site activities.
 - Oversee campsite setup and takedown.
 - Perform routine cleaning and maintenance tasks.
- 12. **Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance**
 - Document camper attendance and participation.
 - Record any incidents, injuries, or near-misses.
 - Report data to the leadership team regularly.
- 13. **Knows and understands all emergency procedures associated with the camp program**
 - Be familiar with evacuation plans, emergency contacts, and first aid protocols.
 - Attend annual training on camp safety and emergency scenarios.
 - Conduct regular emergency drills with campers.
- 14. **Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them**
 - Coordinate with kitchen staff regarding camper dietary needs.



- Monitor meal/snack distribution to ensure safety.
 - Be prepared to handle dietary-related emergencies.
- 15. Mediates any campers' disputes**
- Address conflicts calmly and impartially.
 - Facilitate conflict resolution skills and encourage empathy.
 - Involve other staff or leadership if a situation escalates.
- 16. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times**
- Conduct regular roll calls.
 - Communicate camper whereabouts to other staff when needed.
 - Model appropriate safety behavior.
- 17. Maintains constant surveillance of the pool/body of water areas**
- Follow lifeguard protocols and assist trained lifeguards if certified.
 - Prevent horseplay and other dangerous behaviors.
 - Ensure campers follow rules regarding water safety equipment.
- 18. Responsible for gear maintenance, upkeep, and repair. Report major/unfixable issues to the Director of Summer Camp Ministries**
- Regularly inspect and clean gear such as tents, climbing ropes, and backpacks.
 - Perform minor repairs on damaged equipment.
 - Keep accurate inventory and report issues promptly.
- 19. Perform all other duties and roles assigned by the Program Coordinator, other Leadership Team members, and the Director of Summer Camp Ministries**
- Assist with other camp activities as needed.
 - Take on additional tasks to support camp programs.
 - Be flexible and adaptable to changing camp needs.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided



For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.