



Camp Albemarle Challenge Coordinator Job Description

Direct Supervisor: Program Coordinator

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

Purpose of Position:

Are you ready to take on an exciting leadership role that brings adventure to life? As the Challenge Coordinator at Camp Albemarle, you'll be at the heart of all things high challenge, guiding our amazing Challenge Team and making every day at camp an unforgettable experience! This isn't just a job—it's an opportunity to inspire, lead, and have a blast while making a lasting impact.

You'll oversee the Challenge Team's weekly and daily activities, keeping things organized and running smoothly. From scheduling the team and planning in-service trainings, to ensuring all the gear is safe and ready for action, you'll be the go-to person. You'll also keep logs and report your findings to the Director of Summer Camp Ministries, making sure everything is in tip-top shape.

The Challenge Team facilitates the fun! Whether it's tree climbing, scaling the alpine tower, taking a wild ride on the giant swing, or hitting targets with archery, archery tag, and slingshots, you'll guide them in delivering amazing experiences. Each day brings new adventures with a rotation of activities, so there's always something exciting on the schedule!

We're looking for someone who loves adventure, is ready to lead by example, and is committed to making camp an epic place for kids and staff alike. If that sounds like you, join us and help create unforgettable memories!

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. ACCT Level I certified or similar training preferred.
3. Must be or be able to become certified in first aid and CPR.
4. Must have the ability to interact with all age levels.



5. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
6. Enjoyment and appreciation of the outdoors.
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
9. Must be able to pass a background check.

Responsibilities:

1. Attend, participate, and facilitate trainings and weekly staff meetings including monthly in-services.
2. Ensure the general safety of campers and staff at the challenge locations.
3. Manage Challenge Team including detailed scheduling for each team member.
4. Assist in daily chores.
5. Manage budget, maintain and stock all challenge program equipment and supplies.
6. Abide by all camp policies and covenant agreement.
7. Plans, leads, and implements camp programs for children.
8. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
9. Facilitates activities for daily activities.
10. Organizes and leads various small and large group activities.
11. Ensures the cleanliness of challenge and other assigned sites.
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. Knows, enforces, and follows all camp safety regulations and emergency procedures
15. Maintains constant surveillance of the pool/body of water areas. (when applicable)
16. Perform all other duties and roles assigned by the Program Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend, participate, and facilitate trainings and weekly staff meetings, including monthly in-services.**
 - o Lead training sessions on challenge course safety, facilitation techniques, and emergency response.
 - o Actively participate in discussions to improve team operations and enhance program quality.
2. **Ensure the general safety of campers and staff at the challenge locations.**
 - o Conduct routine safety checks on all challenge elements, including tree climbing and the alpine tower.
 - o Monitor staff and participant compliance with safety protocols and address any issues immediately.



3. **Manage Challenge Team, including detailed scheduling for each team member.**
 - Develop a weekly rotation schedule for activities such as archery, the giant swing, and slingshots to ensure all elements are covered.
 - Adjust staff assignments based on daily needs, camper numbers, or weather conditions.
4. **Assist in daily chores.**
 - Help assign challenge team with cleaning bathhouse, staff lounge, and lodge hallway to maintain a safe and organized environment.
 - Support other camp-wide tasks, such as meal serving or campfire preparations.
5. **Manage budget, maintain, and stock all challenge program equipment and supplies.**
 - Track inventory levels for safety gear and activity supplies, and order replacements as needed.
 - Stay within budget limits while ensuring the program has high-quality, safe equipment.
6. **Abide by all camp policies and covenant agreement.**
 - Follow Camp Albemarle's guidelines for staff conduct and encourage team members to do the same.
 - Maintain a positive attitude that reflects the camp's values and mission.
7. **Plan, lead, and implement camp programs for children.**
 - Design engaging challenge activities that are age-appropriate and aligned with the camp's faith-based principles.
 - Facilitate programs that promote teamwork, self-confidence, and problem-solving skills.
8. **Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being.**
 - Monitor camper progress during activities, providing guidance and support as needed.
 - Quickly respond to any accidents or behavior issues to ensure camper safety.
9. **Facilitate activities for daily activities.**
 - Lead campers through high-challenge elements, explaining rules and ensuring everyone understands the instructions.
 - Adapt activities to the group's skill level and interests to maximize participation and enjoyment.
10. **Organize and lead various small and large group activities.**
 - Develop team-building exercises that can be scaled for both small and large groups.
 - Coordinate special events, such as a camp-wide challenge day or relay competitions.
11. **Ensure the cleanliness of challenge and other assigned sites.**
 - Oversee daily cleanup and maintenance of challenge areas, such as the climbing tower and archery range.
 - Report any issues with cleanliness or equipment to the maintenance team promptly.



12. **Assist in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.**
 - Document camper participation in activities and track progress toward skill achievements.
 - File incident reports and update maintenance logs as needed.
13. **Know and understand all emergency procedures associated with the camp program.**
 - Conduct drills to prepare the Challenge Team for various emergency scenarios, such as medical incidents or severe weather.
 - Ensure all staff members are familiar with emergency communication protocols.
14. **Know, enforce, and follow all camp safety regulations and emergency procedures.**
 - Regularly review safety guidelines with campers before starting activities.
 - Enforce rules consistently to prevent accidents and maintain a safe environment.
15. **Maintain constant surveillance of the pool/body of water areas (when applicable).**
 - Assist lifeguards with supervision during water-related challenge activities if needed.
 - Follow up on any water safety concerns reported by staff or campers.
16. **Perform all other duties and roles assigned by the Program Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.**
 - Step in to help with other camp programs or events as assigned.
 - Support leadership staff with administrative tasks, such as preparing schedules or organizing materials.

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 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.

