



## **CROSS TRAILS MINISTRY**

### **Position Description**

January 2017

#### **POSITION: Cross Trails Ministry Adventure Director**

#### **RESPONSIBLE TO: Executive Director**

#### **QUALIFICATIONS:**

1. A Christian in support of the philosophy and mission of the Lutheran Church and Cross Trails Ministry;
2. Desire to develop and implement programs for youth, adults and families;
3. Desire to provide exemplary Christian hospitality to all ages;
4. Strong leadership ability, and demonstrated organizational, interpersonal, and communication skills;
5. Ability to supervise others, work on a team and show creative initiative;
6. Ability to maintain a high level of confidentiality;
7. Strong work ethic and ability to work up to three weekends per month and six days a week in the summer;
8. Ability to travel regularly and be away from home for extended periods as needed;
9. Ability to obtain lifeguarding and high ropes certifications;
10. At least 21 years old with a good driving record and ability to obtain a passenger CDL;
11. At least two seasons of summer camp experience required;
12. College degree preferred.

#### **RESPONSIBILITIES:**

1. Summer Camp Leadership
  - a. Assume a high level of responsibility for hospitality, Christian community and camp spirit
  - b. Develop and lead all aspects of the Cross Trails Adventure Programs including Beach Camp in Port Aransas, Urban Service Plunge in San Antonio and Texas Trek in Texas State Parks
  - c. Develop other off-site, adventure programs in urban and rural settings as requested
  - d. Take part in summer curriculum development and adapt it to fit the goals of your programs
  - e. Aid in implementation of other Cross Trails Ministry programs when yours are not in operation
2. Retreat Hosting and Leadership
  - a. Assume a high level of responsibility for hospitality for all guests
  - b. Aid in the curriculum and activity development, implementation and hosting of Cross Trails Retreats
  - c. Host and provide program to rental retreat groups at Camp Chrysalis and Ebert Ranch
3. Personnel
  - a. Recruit/train/schedule/supervise/evaluate Cross Trails Seasonal Staff
  - b. Develop a positive working relationship with all other Cross Trails Staff and support them through continuing conversation and prayer
  - c. Define tasks, recruit and work with volunteers as needed
4. Administration
  - a. Be an active participant and occasionally lead portions of year round staff meetings
  - b. Maintain certifications and necessary files for American Camp Association, Cross Trails Ministry and regulatory agencies
  - c. Oversee ordering and maintenance of supplies necessary for implementation of your programs

5. Publicity and Promotions
  - a. Help with written, electronic and verbal publicity and promotion of programs
  - b. Act as a Cross Trails Ministry representative at congregations, meetings and events as needed
6. Health and Safety
  - a. Ensure safety of all campers, retreaters and staff
  - b. Ensure risk and crisis management as directed by Cross Trails Ministry policies and American Camp Association standards
  - c. Oversee the availability of basic first aid and equipment for all programs you supervise
7. Grounds and Facilities
  - a. Make sure facilities are clean, welcoming and in good repair prior to guest's arrival
  - b. Aid in facility and grounds maintenance as requested
8. Food Service
  - a. Provide the Food Service Director with guest meal numbers and dietary needs information
  - b. Develop menus with the Food Service Director and oversee food preparation for your summer programs
9. Anything else that might be asked of you for the betterment of the ministry.

**COMPENSATION:**

Salary

Housing - 3 bedroom/2 bath

Health insurance

Retirement

**The person hired will begin work in August 2017.  
To apply, please send a cover letter and resume to:  
Deanna Christensen**

**[deanna@crosstrails.org](mailto:deanna@crosstrails.org) or Cross Trails Ministry, 391 Upper Turtle Creek Rd., Kerrville, TX 78028**