

Cross Trails Ministry

Job Description

POSITION: Off-Site Coordinator

RESPONSIBLE TO: Adventure Director

QUALIFICATIONS:

- Have a strong personal faith and willingness to share it with others.
- Have a strong work ethic and the desire to be an integral part of a team.
- Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
- Demonstrate good moral character and integrity.
- Be physically and mentally able to work long hours in service of others.
- Demonstrate emotional maturity.
- Be imaginative, creative and enthusiastic.
- 21 years of age is strongly preferred.
- Demonstrate strong camping background and experience.
- Have the ability to lead and supervise peers and campers.
- Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification, and Lifeguard Certification.
- Have strong people and organizational skills.
- Ability to maintain a high level of confidentiality.
- Ability to lead & supervise others.
- Strong camping background and experience.

RESPONSIBILITIES:

General Responsibilities of all Staff:

- Adhere to all summer personnel policies.
- Participate fully in the life of the total camp community.
- Be a living Christian example and witness to all campers.
- Encourage others to grow and mature in faith while growing and maturing yourself.
- Demonstrate an attitude that strives to do the best job possible.
- Listen to and learn from others.
- Serve others unselfishly.
- Live in community with other staff members.
- Be open to new ideas and alternative methods of accomplishing tasks.
- Portray a positive image of Cross Trails Ministry at all times, whether on or off-site.
- Be actively concerned for the wellbeing of campers and staff.
- Befriend, encourage and support campers.
- Maintain clean living quarters
- Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
- Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
- Other duties as assigned.

Specific Responsibilities for Off-Site Leader

- 1) Program
 - a. Participate in staff training as a leader and role model.
 - b. Assist in implementation of Cross Trails Ministry off-site programs.
 - c. Coordinate and direct daily functions of camp.
 - d. Be proactive in problem solving as needs arise.
 - e. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
- 2) Personnel
 - a. Support staff through conversation and prayer.
 - b. Encourage growth and creativity of staff.
 - c. Be available for staff and their needs.
 - d. Coordinate schedules of staff.
 - e. Aid Adventure Director in periodic reviews of staff.
 - f. Be proactive in problem solving as needs arise.
- 3) Grounds, Facilities, and Equipment
 - a. Make certain facilities are clean, welcoming and in good repair prior to camper arrival.
 - b. Foster respect and care for facilities by all staff and guests.
 - c. Report any damage or wear of property to site owners and Associate Director.
 - d. Make certain that facilities at departure are left in better condition than upon arrival.
- 4) Administration
 - a. Distribute camper, staff, and pastor/sponsor evaluations.
 - b. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
- 5) Community and Hospitality
 - a. Assume a high level of responsibility as it relates to guest relations, quality control, Christian community and camp spirit.
 - b. Recognize Cross Trails Ministry as an extension of congregational life.
 - c. Relate with pastors and sponsors as needed.
 - d. Offer a stable, positive presence in camp.
 - e. Set a positive, welcoming tone for all who come to camp.
 - f. Develop a positive working relationship with site owners.
- 6) Health and Safety
 - a. The overall safety of all participants is your primary responsibility.
 - b. Be safety conscious by avoiding placing yourself or campers in unsafe situations.
 - c. Be aware of risk management policies and ACA standards, support them, and enforce them.
 - d. Be aware of crisis management policies and ACA standards, support them, and enforce them.
 - e. Communicate rules and emergency procedures to all staff and campers.
 - f. Work to ensure safety of all campers and staff.
 - g. Collect incident/accident forms and review them weekly with the Adventure Director.
- 7) Anything else that might be asked of you for the betterment of the ministry.