

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Activities Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Camp Director
Supervisory Responsibilities:	Activities Instructors
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 5, 2017

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The Activities Director provides administration for the day-to-day operation of Glacier View Ranch; ensuring that campers enjoy GVR's numerous activities by implementing quality scheduling for staff and campers, coordinating daily (or weekly) activity sign-ups, overseeing each activity's safety rules and emergency procedures and directing the camp's activity instructors.

## Duties and Responsibilities:

- Collaborate with the Activity Instructors to develop, review, and/or implement activity classes, safety rules, and emergency procedures for each activity.
  - In collaboration with the Camp Director, coordinate emergency drills for missing camper, fire, severe weather, and active shooter
  - Record the times and dates of drills in the Camp Log
  - Responsible for each activity's compliance with Colorado Child Care rules and regulations
- Collaborate with the Water Sports Director to arrange a weekly water sports event such as "Water Olympics."
- Collaborate with the Head Wrangler to arrange a weekly show of horsemanship such as "Rodeo."
- Collaborate with the Outpost Director to arrange suitable scheduling of activity and outpost instructors.
- Assume responsibility for planning and operating the daily after supper "Rec" time
  - This may be delegated to activity staff on a rotating schedule
- Monitor the daily camp program
- Assume responsibility for camp operation in the absence of the Director and Assistant Director
- Be a spiritual role model for campers and staff
  - Be available to counsel with campers and staff as necessary
- Coordinate the day time activities
  - Schedule individual or cabin activity rotations (personally or through a sign-up process)
    - Schedule for a week in advance if possible
    - Complete by Sunday Night
    - Distribute rosters to Activity Instructors by Line Call on Monday Morning
  - Facilitate the daily activity check-in with each activity director for each camping period

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- Verify the presence of each camper at the correct activity for each camping period
- Coordinate staff to locate absent campers and help them to the correct activity
- Schedule and present the staff day-off list for the week at each Sunday Morning Meeting
- Schedule and present the staff sub-assignment list for the week at each Sunday Morning Meeting
- Collect a written inventory of each activity's equipment from the Activity Instructor at beginning and end of camping season. Inventory must be turned in to the summer camp office/Camp Director to complete the checkout at the end of the summer.
- As assigned by the Camp Director, assume responsibility for specific aspects of camp administration
  - Supervision of specified staff
  - Assist in planning and activities
- Perform any additional summer camp related duties as assigned by the Camp Director or RMC Youth Director.

### **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, parents, campers, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certifications or documented training or experience from a recognized organization.
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for General Rules and Regulations, the operation of a Children's Resident Camp, and Special Activities.
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

### **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and

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occasionally lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Working Conditions:**

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. This position is highly demanding and requires great flexibility and responsiveness. Tasks are primarily performed in the office, but at times may be performed in a variety of locations and conditions around the Ranch, including the indoor pool, the camp's lake, the camp's trail system, the horse barn, corral, arena, and the rock climbing areas. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## **Acknowledgements**

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

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Date