

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Girls Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Camp Director
Supervisory Responsibilities:	Counselors
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	January 13, 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 Girls Director is responsible for the administration and management of the GVR girls' village. The Girls Director will strive to continuously ensure the total wellbeing of each individual girls counselor and camper in the village including her health and safety as well as her mental, social and emotional integrity. Furthermore, the Girls Director will seek to minister to the spiritual development of the counselors and campers under her care.

## Duties and Responsibilities:

- Provide training sessions for counselors during staff orientation week.
- Provide in-service training sessions for counselors throughout the summer (at least one per week)
- Assume responsibility for the health and safety of every camper residing in girls village
- During registration:
  - Assign each camper to a cabin/counselor.
  - Help each camper find her cabin on a camp map or have a staff member bring the camper to her counselor.
  - Answer any questions that the campers or parents may have
- Register the arrival and departure of each camper.
  - Take particular care to see that latecomers and those who leave early have their arrival or departure properly noted.
- Ensure that announcements from the Programming Director, Assistant Camp Director, and Camp Director make it to each Girls Counselor and camper.
- During the week:
  - Watch for campers who stand out, are not fitting in, or seem to be struggling with life at camp and make changes where necessary in cooperation with the Camp Director.
  - In a sensitive manner, report any extraordinary personal issues to the Assistant Camp Director and Camp Director.
  - Be on the lookout for homesickness (especially with the younger campers) and address the issue with her counselor.
  - Ensure that all cabin units meet daily camp appointments on time.

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- Make certain every cabin unit and camper is under appropriate supervision at all times.
  - Take attendance at all line calls.
  - Conduct cabin inspections every day.
  - Patrol cabins each night and provide assistance to counselors in quieting the campers by curfew.
- Create a weekly rotation-based schedule for sub-counselors
  - Ensure that sub-counselors provide adequate assistance to counselors
- In collaboration with the Activities Director, create a cabin family for each counselor
  - During the week, ensure that each member of the cabin family is present and assisting with cabin related duties
- Monitor rest periods (relieve counselors, if needed) and monitor lights out at night.
- Assume responsibility for the conduct of the girls counselors and campers, especially at:
  - Line Call
  - Meals
  - Camp council programs
  - Campfire programs
- Schedule and distribute a “Camp Capers” chore list each week. This list may include:
  - Cleaning the bathhouse, cleaning the pool bathrooms, cleaning the dining hall, picking up trash around camp, raising the flag, lowering the flag, setting up chairs in the Long House, taking down chairs in the Long House, etc.
- Dismiss tables in the cafeteria during meal times.
  - Avoid long lines by dismissing only one table at a time.
- Assist counselors in maintaining appropriate attitude, dress, language, and conduct.
- Always be available to counselors and campers for guidance.
- Participate with counselors and campers in activities as much as possible.
- Spend time in the cabins as much as possible.
- Structure opportunities for ministering to cabin units on a personal basis throughout the day (morning worships, meal times, rest periods, evening reflections, etc.).
- Collaborate with the Assistant Camp Director and Camp Director to run an emergency drill session each week.
  - The drill session should occur soon after the arrival of each group of campers.
  - The drills should include missing camper, fire, bad weather, and lightning storms and/or other natural disasters.
- In the event of an emergency contact the Camp Nurse and Summer Camp Office/Camp Director immediately.
- Perform any additional summer camp related duties as assigned by the Camp Director or RMC Youth Director.

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## **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, campers, parents 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 21 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 the operation of a Children's Resident Camp as well as the General Rules and Regulations
- 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 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,

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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