

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Programming Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Camp Director
Supervisory Responsibilities	Assistant Programming Director
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 6, 2017

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 Programming Director at GVR ensures the cohesiveness and direction of the overall camp experience by developing, directing, and coordinating daily camp programming; including the Camp Council and Campfire Bowl meetings as well as the weekly Sabbath schedule, Sabbath spiritual programming and Sabbath activities.

Duties and Responsibilities:

- Develop and direct programming (music, skits, speakers, and entertainment or activities) for morning worship (camp council), evening worship (campfire bowl), and Sabbath spiritual programs (Morning or Afternoon Activity, Sabbath School, and Church).
 - Develop camp programming (skits and plays)
 - Promote Christian ideals and values
 - Include fun and adventure, outdoor living, citizenship training, cooperative planning, social adjustment, health, enrichment of family living, positive relationships, and spiritual values
 - Ensure camper and staff participation in all programming.
 - Help the staff understand the group process required in program planning.
 - Make it lively, energetic, and fun!
- Develop and direct the Friday and Sabbath camp play
- Collaborate with the Camp Administration Team to plan events for special occasions:
 - The 4th of July
 - Teen Banquet
 - Carnival
- Collaborate with the Assistant Programming Director, Activities Director, Water Sports Director, and Head Wrangler to plan the weekly Rodeo and Pool/Lake Olympics
- Be available to the Activities Director, Boys Director, and Girls Director to assist with projects and/or general planning.
- Make periodic evaluations and reports of the daily program to share with the Camp Director
- Schedule a meeting with the Camp Director at least once per week
 - Consult regarding suggestions for improvement in Camp Programming
 - Discuss the general camp experience and what is going right versus what could improve

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- Manage the prop shed/closet
 - Keep a record of play and skit scripts for future use
 - Inventory the props and costumes at the beginning and end of the summer
 - Check in and out all costumes and props to ensure nothing is lost or misplaced
- Ensure the proper working order of all audio/visual equipment
 - Inventory the audio/visual equipment at the beginning of the summer and provide a list of needs to the Camp Director
 - Have spare bulbs, batteries, cords, etc. on hand for equipment malfunctions
- Coordinate and manage the camp Pastor of the week
 - Contact and connect with each camp Pastor prior to his or her week of camp
 - Be the host/hostess for the Camp Pastor by providing schedules and other necessary information
- Display leadership qualities and a servant leader's attitude at all times
- Assist in developing daily spiritual information and make it available to staff and campers.
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, 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, 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 18 years of age
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- 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 may be

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required to 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. Tasks are performed in a variety of locations and conditions around Glacier View Ranch, including the auditorium, outdoor amphitheater, and various other outdoor locations. 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.

Signature

Date