

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Nature Center Instructor
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Activities Director
Supervisory Responsibilities	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 5, 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 Nature Center Director at GVR develops, leads and/or implements an instructional, nature-centered, program that places emphasis on revealing God to the camper through the great outdoors. The Nature Center Director is also responsible for implementing safety rules, and emergency procedures for the Nature activity.

Duties and Responsibilities:

- Prior to arrival at camp, communicate with the Camp Director and obtain a set of animals for the Nature Center. These animals may include:
 - Rabbits
 - Kittens
 - Various reptiles (lizards, snakes, etc.)
 - Birds
 - Rodents (mice, hairless rats, guinea pigs, etc.)
- Care for the animals in the nature center:
 - Provide each animal with a clean, suitable habitat for its kind
 - Set a feeding schedule to ensure each animal is well nourished and watered
 - Ensure an adequate supply of food and water for each animal is on hand in the nature center at all times
 - All cages and the nature center should be locked when the nature staff is not present.
- Take an inventory of all materials in the nature area at the beginning of camp, managing these materials during camp, and preparing a final inventory at the end of the camping season.
- Keep the Nature Center clean and orderly at all times.
- Develop lesson plans and activities to implement at the Nature Center.
 - Prepare to instruct 4 to 5 nature classes per day for 5 days per week.
 - Ideas include: fishing, hiking, botany, zoology, entomology, astronomy/star gazing, etc.
- During activity periods:
 - Evaluate each camper's ability to participate before each activity begins.
 - Orient campers on proper handling of each animal after its kind.
 - Demonstrate safety and initiate a strict safety program.

JOB DESCRIPTION—GVR SUMMER STAFF, Nature Center Director

- Give personal help to campers when needed.
- At times, the Activities Director will assign another Staff Member to provide assistance at the Nature Center
 - The Nature Center Director is responsible for individuals who are working in the Nature Center, seeing that they complete assigned tasks and uphold the ideals of the camp.
- Do not allow Nature Center animals to leave the nature center at any time.
- Notify the Camp Maintenance Director of any maintenance needs at the Nature Center.
- In the event of an accident, notify the Camp Director and/or Assistant Camp Director and Camp Nurse immediately.
- At the end of the summer, re-home all of the Nature Center animals, pack all materials and supplies and give a written inventory to the Daytime Program Director or Assistant Director before leaving camp.
- Perform any additional summer camp related duties as assigned by the Activities Director, Assistant Camp Director, Camp Director or conference 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
- Certification or another form of documented training or experience in a nature-related discipline from a recognized organization is preferred but not required
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for Hiking, Backpacking, and Camping
- 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, run, bend, kneel, reach overhead and may

JOB DESCRIPTION—GVR SUMMER STAFF, Nature Center Director

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 performed in a variety of locations and conditions around the Ranch, including the Nature Center, the camp's lake and woods, and the surrounding trail system. 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 employee must also work with various kinds of animals on a daily basis. 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