

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Outpost Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Camp Director
Supervisory Responsibilities:	Outpost Staff
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 Outpost Director at GVR is responsible for implementing successful outpost programs for campers in their teens that emphasize safety and encourage/engender the development of various outdoor recreational skills through participation in sports and activities such as backpacking, back-country camping, white water rafting, rock climbing, mountain biking, wakeboarding and mountaineering.

Duties and Responsibilities:

- Collaborate with the Kitchen Director, Activities Director, Assistant Camp Director and Camp Director to develop, organize and coordinate 1 week of outpost camp.
 - Outpost should provide experiences across a wide range of outdoor recreational sports and activities
 - Outpost should also feature camping, wilderness skills and outdoor cooking
- Responsible for outpost logistics that include but are not limited to:
 - Schedule and confirm outpost locations (apply for and receive appropriate permitting)
 - Set up and confirm contracts with outside vendors (ex/ white water rafting, bicycle rental, etc.)
 - Assist Food Service Director with menus
 - Organize and maintain equipment and finances for all outposts
- Develop, review, and/or implement rules that will guarantee a safe environment for those who participate in the outpost programs.
- Assign outpost instructors to daily tasks to ensure the smooth operation of the outpost program
- Take inventory of any Outpost supplies and turn in a written list to the Activity Director at the beginning and ending of the Summer Camp period.
- Assure that environmental hazards are not severe enough to cause danger to children.
- In the event of an emergency, contact the Camp Director and/or Assistant Camp Director and Camp Nurse as soon as possible.
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, Camp Director or RMC Youth Director.

JOB DESCRIPTION—GVR SUMMER STAFF, Outpost 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 from a recognized organization in a field related to outdoor recreation and/or leadership
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for transportation, food and nutrition, supervision ratios, campsites, discipline, and ALL special activities (backpacking, camping, water sports, rock climbing, biking, etc.)
- 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 often lift up to 40 pounds. The employee must possess nimbleness, strength, and dexterity that are consistent with the demands of outdoor activities such as backpacking, hiking, mountaineering, rock climbing, white-water rafting, and mountain biking. 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.

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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, kneeling, or climbing mountains and large rocks. 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 camp's backcountry camping sites, mountain trails and large rock formations. Additional duties are performed in rugged outdoor areas both on and off camp property 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