

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Outpost Instructor
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Outpost Director
Supervisory Responsibilities:	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp 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 Outpost Instructor at GVR is responsible for working under the Outpost Director to aid in implementing successful outpost programs for campers in their teens that emphasize safety and encourage 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:

- Work under the direction of the Outpost Director to aid in developing, organizing, and coordinating a successful and safe week of outpost camp.
- Perform any outpost related duties as assigned by the Outpost Director. These duties may include:
  - Scheduling and confirming outpost locations (applying for and receiving appropriate permitting)
  - Setting up and confirming contracts with outside vendors (ex/ white water rafting, bicycle rental, etc.)
  - Assisting the Food Service Director with menus
  - Organizing and maintaining equipment for all outposts
- Assist the Outpost Director in implementing rules that will guarantee a safe environment for those who participate in the outpost programs.
- During weeks that Outpost Programs are not in session, the Outpost Instructor will work in various activity areas around summer camp as assigned by the Outpost Director in collaboration with the Activities Director
- 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 Instructor

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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, 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
- Certification or another form of documented training or experience from a recognized organization in lifeguarding, rock-climbing, mountaineering, bicycling, etc. is preferred
- Certification or another form of documented training or experience from a recognized organization in at least one field related to outdoor recreation and/or leadership is required
- 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 Glacier View 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.

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Signature

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Date