



**JOB TITLE:** Snake Road Adventure Center Director

**SUPERVISED BY:** Executive Director

**SUPERVISES:** Snake Road Adventure Center Coordinator and Staff

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### **POSITION OVERVIEW:**

The Snake Road Adventure Center (SRAC) Director will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on the oversight of the ropes course and outdoor education programmed events, staff recruitment and development, and ropes course facility maintenance, the SRAC Director is responsible for developing and executing programs that align with the mission of Covenant Harbor.

As with other Covenant Harbor positions, professionalism, courtesy, and a “can do” attitude at all times are a must as seasonal fluctuations or special situations may require the position to assist in other projects or tasks.

### **GENERAL QUALIFICATIONS:**

The ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Covenant Harbor’s mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Be a renowned expert in all things related to ropes course, outdoor education and related programs.
- Have a desire to be an expert in safety in a camp context.
- Have a minimum of 2 years of full time work in camping ministry.
- Have experience hiring, training and leading staff and/or volunteers.
- Prior ropes course facilitation and outdoor education instruction experience.
- Prior experience with outdoor education curriculum development, implementation and training.
- Self-directed, detail oriented, effective administrator with a passion for excellence in providing quality programming.
- A planner who is creative, innovative, and decisive with the passion to follow through to execute the plan.
- A servant leader and team player with a willingness to “go beyond” the expectations of the job description in working with staff and volunteers to accomplish stated goals in providing quality programming for campers of all ages.
- Able to thrive under pressure in an ever changing environment and maintain a positive attitude.

### **EDUCATION AND TRAINING:**

- A bachelor’s degree in an outdoor related field is desired.
- Maintain and/or acquire current ACCT Level II or Course Manager certification or PCRA Qualified Instructor certification.
- Willingness to become a certified lifeguard.
- Willingness to get certification in Wilderness First Aid or Wilderness First Responder.
- A valid driver’s license and a clean driving record.
- An aptitude and willingness to become proficient in MS Word, Excel, database and similar programs.

## **SPECIFIC DUTIES:**

**Under the supervision of the Executive Director and working in cooperation with the SRAC Coordinator and hourly staff, the following are responsibilities for this position:**

### **A. Ropes Course**

- Oversee program facilities and equipment, maintaining a high standard of care and safety. This will require hands-on maintenance, inspection, construction and training of staff.
- Oversee course/element maintenance including construction, upgrading and developing new challenges.

### **B. Outdoor Education Programs**

- Develop, plan, promote and implement outdoor education programs. Develop and design programs that are engaging and educational for a variety of groups from corporate executives to elementary school students.
- Assist Covenant Harbor in providing Christ-centered programs and services, communicating needs, concerns and actively working to provide excellent customer service.
- Effectively communicate, coordinate program schedules, and share pertinent information with the group leaders, food service, guest services and maintenance departments to ensure all guest needs are met.
- Continually evaluate the programs and implement changes and develop strategies to improve over time.
- Expand the program ministry of Covenant Harbor through new experiences for a variety of ages and groups.
- Oversight of the maple syrup production and program.
- Possible off-site program development and leadership

### **C. Leadership**

- Lead a team of 20-30 full and part time SRAC staff.
- As a member of the executive team, lead or co-lead a variety of short-term and ongoing initiatives required to run a camp. The specific focus and responsibilities depend on skills and experience. These initiatives may include areas such as Ministry Staff, strategic planning assistance, government partnerships, hiring teams, staff training, etc.

### **D. Staff Recruitment, Hiring, Training, Development and Supervision**

- Schedule, conduct and document interviews.
- Supervise & train staff to work with a variety of groups using a wide array of activities and facilities to best meet programmatic goals and group needs.
- Conduct and document performance reviews with SRAC staff.
- Build a healthy staff community among the SRAC staff.

### **E. Marketing**

- Assist the Marketing Coordinator in the creation of the program promotional material including the website, print material, social media and communication pieces.
- Pursue and invest in building relationships with all potential and current schools, churches and organizations utilizing Covenant Harbor programs..

### **F. Greater Covenant Harbor Ministry**

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

The duties of this position are conducted both indoors and outdoors in all seasons involving irregular schedules, possible weekends and long hours. Work may involve climbing, hiking, canoeing, facilitating and belaying for extended periods of time in all seasons and weather. The SRAC Director is expected to have a significant presence on the grounds at program areas when Snake Road groups are on-site. Work is divided between sitting in an office, working on a computer, talking on the phone, standing outside for extended periods of time, and occasionally lifting and carrying 40 pounds for 100 yards or more. Ability to work efficiently at heights of 30 feet wearing climbing gear and using appropriate gear and equipment.

## **SALARY & BENEFITS:**

**Type of Position:** Full time salaried, year-round

**Benefit Package:** Salaried Exempt Position - Level IV benefits (Covenant Harbor's highest level of medical and annuity benefits)