



JOB TITLE: Snake Road Adventure Center Office Coordinator

SUPERVISED BY: Activities Director

SUPERVISES: Ministry Staff

POSITION OVERVIEW:

The Snake Road Adventure Center (SRAC) Office Coordinator will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on coordinating the details of the booking process, group schedules and activity requests, and overseeing outdoor education and recreation supplies, the SRAC Office Coordinator is responsible to develop and organize programs that align with the mission of Covenant Harbor.

GENERAL QUALIFICATIONS:

This 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 and safe.
- Have a minimum of 1 year of full time work in Christian ministry.
- Possess an ability to speak effectively in front of large groups of people of all ages. Ability to effectively communicate by phone and in written communication.
- Have experience training and leading staff and/or volunteers. Have experience working with a variety of individuals and organizations as well as planning events or experiences.
- Be a planner who is creative, innovative, and decisive with the passion to follow through to execute the plan.
- Prior experience with curriculum development and equipment inventory is desired.
- Be willing to travel throughout the region for recruiting staff and marketing camp.

Additional desired skills and experience:

- Current first aid and CPR or lifeguard certification
- Conversational abilities in Spanish

EDUCATION AND TRAINING:

- A bachelor's degree is desired
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems

SPECIFIC DUTIES:

Under the supervision of the Activities Director and working in cooperation with hourly staff and Ministry Staff, the following are responsibilities for this position:

A. Office Coordination

- Book groups, plan and schedule their visit, and communicate details to staff as well as the organization.

- Assist Covenant Harbor in providing Christ-centered programs and services, communicating needs, concerns, and actively working to provide excellent customer service.
 - Effectively communicate and share pertinent information with the guest group leaders, food service, guest services, and maintenance departments.
 - Throughout each season, evaluate the processes and schedules in order to implement changes and develop strategies to improve over time.
 - Be 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 all areas of programming.
 - Further expand the program ministry of Covenant Harbor through new experiences for a variety of ages and groups.
- B. Staff Recruitment, Hiring, Training, Development and Supervision**
- Assist in conducting and documenting interviews.
 - Review, verify, and evaluate written references.
 - Help recruit staff by disseminating information, organizing recruiting opportunities, and following up with potential applicants.
 - Build a healthy staff community.
- C. Marketing**
- In consultation with the Activities Director, 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.
- D. Outdoor Education and Recreation Activities**
- Oversight of outdoor education and recreation activities equipment and supplies. This will require some maintenance, inventory, development, and training of staff.
 - Develop a plan to add future activities and replace as necessary.
- E. 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 primarily conducted indoors with some time outdoors in all seasons involving possible weekends and long hours. Work may involve facilitating and belaying for periods of time in all seasons and weather. The SRAC Office Coordinator is expected to have a significant presence in the office during the week. However there will be times needed to work outdoors which will necessitate a lot of walking. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. Work is primarily sitting in an office, working on a computer, and talking on the phone, but could include standing outside for extended periods of time, and occasionally lifting and carrying 40 pounds for 100 yards or more. Ideal candidates will be able to thrive under pressure in an ever changing environment and maintain a positive attitude while serving individuals, guests, and staff well.

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)