



JOB TITLE: Activities Coordinator (Adventure Focus)

SUPERVISED BY: Assistant Activities Program Director

SUPERVISES: Snake Road Adventure Center Staff and Summer Staff

POSITION OVERVIEW:

The Activities Coordinator (Adventure Focus) will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on ropes course and team building facilitation, training staff, and ropes course facility maintenance, the Activities Coordinator is responsible to develop and execute programs that align with the mission of Covenant Harbor.

GENERAL QUALIFICATIONS:

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ.
- 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.
- Have experience hiring, training, and leading staff and/or volunteers.
- Be a planner who is creative, innovative, and decisive with the passion to follow through to execute the plan.
- Prior ropes course and team building facilitation.
- Prior experience with adventure activities development, implementation, and training is desired.

Additional desired skills and experience:

- Current first aid and CPR or lifeguard certification and ACCT certification
- Conversational abilities in Spanish
- Maintenance skills or experience

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 the activities department, facilitator hourly staff, and Ministry Staff, the following are responsibilities for this position:

A. Ropes Course and Team Building Coordination

- Ownership of activity facilities and equipment, maintaining a high standard of care and safety. This will require hands-on maintenance, inspection, inventory, and training of staff.
- Maintain current certifications as necessary including ACCT.
- Assist in training and certification of belayers and facilitators.
- Assist the Activities Team to schedule staff, plan, and implement programs and activities.

- 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.
 - Evaluate the activities and implement changes and develop strategies to improve over time.
 - Develop a plan to add future activities and replace as necessary.
 - 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.
 - Further expand the program ministry of Covenant Harbor through new experiences for a variety of ages and groups.
- B. Staff Hiring, Training, Development, and Supervision**
- Supervise summer and hourly staff.
 - Assist in scheduling, conducting, and documenting interviews.
 - Review, verify, and evaluate written references.
 - Plan, conduct, and document staff training.
 - Conduct and document performance reviews with activities staff.
 - Observe and coach activities staff to become more effective in their role.
 - Build a healthy staff community.
- C. Other Assignments**
- Oversee the training, maintenance, and upkeep of winter land-based activities.
 - Oversight of the maple syrup production and program.
- D. 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 outdoors in all seasons with some time indoors involving irregular schedules, possible weekends, and long hours. Work may involve climbing, hiking, facilitating, and belaying for extended periods of time in all seasons and weather. The Activities Coordinator is expected to have a significant presence on the grounds at activity and program areas when Snake Road Adventure Center groups are on-site, 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 divided between sitting in an office and working on a computer, standing outside for extended periods of time, and occasionally lifting and carrying 40 pounds for 100 yards or more. The candidate must have the ability to work efficiently at height wearing climbing gear and using appropriate gear and equipment. 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)