

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

(Must be submitted to HR before first day of work)



Name:

Position: Outdoor Education Instructor

Reports To: Outdoor Education Manager

Date Revised: 12/21/2017

FLSA Status: Exempt

POSITION SUMMARY

The primary responsibilities of the Instructor are to ensure safety and promote spiritual growth through activities and personal example for the Outdoor Education Program of Palomar Christian Conference Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The employee must accept the lodging from PCCC as a condition of employment for the convenience of the employer.
- Teaches Outdoor Education classes and prepares an organized and active lesson plan based on the lesson plan prepared by O.E. Manager.
- Attend all devotional and Bible study meetings.
- Assist campers with their personal devotionals and materials.
- Assist with wildland fire emergencies.
- Participates in evening activities.
- Occasionally leads evening campfires and teaches campfire Bible lesson.
- Teaches evening science lesson.
- Teaches morning Bible studies.
- Assist campers in daily activities as needed.
- Responsible for the campers' care, safety, and well-being.
- Looks for and makes use of teachable moments.
- Prays for the campers*

* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the employee's immediate supervisor

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal
- Possesses excellent verbal and written communication skills
- Possesses interpersonal skills such as are required to maintain positive relations with both staff and guests
- Possesses excellent customer service skills and presents a professional appearance and demeanor
- Possesses strong attention to detail and organization while managing multiple priorities
- Ensures that he could lead/introduce campers to Jesus Christ as Savior.
- Must be able to hike with a backpack into the remote areas of the surrounding wilderness.
- Has at least a limited knowledge and experience in backpacking and camping in remote places
- First Aid and CPR certified. (will train)
- Has experience teaching small and large groups of elementary to middle school students
- Must enjoy teaching.
- Must have extensive knowledge or the subject matter that has been assigned to teach.
- Must have college degree or have experience and knowledge through personal study and work experience.
- Able to make learning fun and interactive not lecture orientated.
- Able to lead and direct youth.

TYPICAL WORK SCHEDULE

- As a FLSA Exempt position, the instructor may be expected to work more than 8 hours a day, depending on the needs and schedules of the campers.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: _____ Sign: _____ Date: _____