

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

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



Name:

Position: Base Camp Lead – Summer Seasonal

Reports To: Program Director

Date Revised: 9/29/2020

FLSA Status: Exempt

POSITION SUMMARY

The Base Camp Lead is responsible to ensure safety and promote spiritual growth through activities and personal example for Base Camp at Palomar Christian Conference Center. They may be asked to help in other areas of the camp programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the campers in all aspects of the camp's programs; facilitating activities, preparing theme days, participating in skits or dances during Summit, cleaning and keeping church facilities in an orderly fashion, leading summit devotions, and overseeing all counselors. and ensuring smooth operations throughout the week.
- Responsible for running all events, including but not limited to; Summit gatherings, all camp recreation, activity set-up, and devotions.
- Keep counselors on schedule and arriving on time to all activities.
- Mentor counselors (as needed).
- Assist in conflict resolution, staff mediation and issues requiring problem solving.
- Responsible for the care, safety, and wellbeing of counselors and campers: supervising 24 hours a day while on duty.
- Look for and make use of teachable moments.
- Pray for the campers, counselors, and churches.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace.
- Assist with wild land fire emergencies.

* 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 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.
- Ensures that he/she could lead or introduce campers to Jesus Christ as Savior.
- Possesses good customer service skills and presents a professional appearance and manner.
- Possesses strong attention to detail and organization while managing multiple priorities.
- Must be willing to be trained on high ropes course elements.
- Athletic lifestyle.
- Experience and enjoys working with junior high boys or girls.
- First Aid and CPR certified (will provide training).
- Able to make learning fun and interactive.
- 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: _____