

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

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



Name:**Position: Adventure Camp Counselor – Summer Seasonal****Reports To: Program Director****Date Revised: 9/29/2020****FLSA Status: Exempt**

POSITION SUMMARY

Responsible to ensure safety and promote the spiritual growth of the campers through activities and personal example for the Adventure Camp of Palomar Christian Conference Center. They may be asked to help in other areas of camp programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the campers in all aspects of outdoor adventure camping; food preparations, backpacking, clean-up and keeping the campsite clean and orderly.
- Assist campers with their personal devotionals and materials.
- Responsible for the campers' care, safety, and well-being.
- Responsible for camper supervision 24 hours a day while on duty.
- Supervise campers in all daily activities.
- Keep campers on schedule and arriving on time for all activities.
- Look for and make use of teachable moments.
- Assist with wildland fire emergencies.
- Participate in staff Bible studies when not running camps.

* 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.
- 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.
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- 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 provide training).
- Must be able to lift up to 50 lbs. on an occasional basis.
- Has experience working with junior high through high school aged boys.
- 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: _____