

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

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



Position: Program Staff

Date Revised: 9/24/2022

POSITION SUMMARY

Responsible to assist the Program Manager(s) in the implementation and direction of all PCCC program camps including the safety of each camper

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must take part in the fire evacuation plan for the specific area assigned.
- The employee must accept the lodging from PCCC as a condition of employment in order to carry out responsibilities as outlined in the fire evacuation plan. The employee would not be able to perform this service without the lodging. (It is for the convenience of the employer.)
- Assists and leads in our Outdoor Education programs
- Teaches Outdoor Education classes based on the lesson plan prepared by PCCC
 - Teaches Bible lessons and leads morning devotions
 - Runs and participates in free time and camp activities
- Assists and leads in either our Outdoor Adventure camp (Men) or our Girls Horse Camp (Women)
 - Outdoor Adventure Camp- Lead campers and staff in all aspects of training, outdoor adventure and camping; activities, devotions, food preparations, backpacking, clean -up and keeping campsites clean and orderly.
 - Horse Camp- Assists in leading campers and staff in all aspects of horse camp activities such as campfire time, devotions, craft time, free time, and game time supervision, selling up camp activities/decor/theme nights, and leading night activities.
- Responsible for campers' care, safety, and well-being during Program camps.
- Serves in other departments as directed by the Program Manager(s)
- Creates, maintains, and improves camp trails as directed by the Program Manager(s)
- Attends all Training sessions as directed by Program Manager(s). Includes but not limited to Program camp training, all-staff training, and American Red Cross certified safety courses.
- Assists with wild land fire emergencies.
- Looks for and makes use of teachable moments, while praying for campers.
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace*

* 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
- Is proficient in basic Microsoft applications (Windows, Office, etc.)
- 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
- Able to lift a minimum of 75 lbs.
- 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

- Normal workweek is 40 hours. Additional hours may need to be worked during peak times.

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: _____