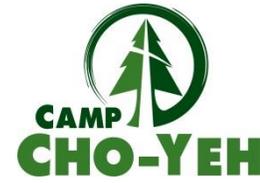


Cho-Yeh Camp & Conference Center, Inc.

Job Description



Job Title: Recreation Intern
Department: Summer Camp
Reports To: Adventure & Recreation Manager
Prepared Date: 1/12/2018
Employment Period: Hire date through to September 4, 2018
Compensation: \$225/week preseason, \$250/week summer plus room and board

PURPOSE

To help oversee all aspects of recreation at Camp Cho-Yeh; driving the use of these areas to support the organization's overall mission and the objectives of its guests. Serves summer camp and retreat groups equally.

ESSENTIAL FUNCTIONS

1. Areas of Oversight: Operation, improvement, and maintenance of high and low ropes courses, main camp and Lighthouse Point waterfronts, other recreation areas. Training staff to operate these activities safely and evaluating their work.
2. Philosophical: Create and maintain a high quality recreation experience, and a positive working environment, for every participant and staff member.
 - Work closely with the guest retreats and summer camp teams to design and execute safe, fun, and effective challenge experiences for guests and campers.
 - Assist in developing/continually evaluating operating procedures and training systems that meet camp outcomes and are appropriate to the abilities and characteristics of campers and guests.
 - Work alongside summer staff and other interns to facilitate recreation, and build relationships that foster healthy Christian community through hard work.
3. Communication: Ensure that staff and campers/guests know and follow appropriate safety and instructional procedures.
 - Oversee appropriate training of recreation staff in accordance with applicable standards, laws, and regulations to the extent of your ability. These staff include, but are not limited to: Waypoint Program Participants, Event Staff, Summer Staff, and members of the Full Time team.
 - Communicate appropriate information to other departments and staff as offerings or procedures change.
 - Be a liaison between the intern and summer staff communities with the full time team, specifically the Recreation Manager.
 - Work with other staff to maintain high morale, professionalism, and a positive atmosphere.
4. Staff: Train, equip & lead staff through skill development training and relational accountability.
 - Carry the authority of the Recreation Manager in holding staff to a high standard, guiding with grace and generosity of spirit.
 - Train staff in recreation areas of skill, in combination with other members of the recreation department.
 - Provide in-service training as necessary.
5. Facilities: Oversee the management and care of the recreation facilities and equipment
 - Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - Maintain the recreation equipment and elements for safety and aesthetic appearance.
 - Replace equipment and service activity areas proactively.

JOB DUTIES:

- Maintain and improve recreation offerings and equipment.
- Work with a positive attitude and attention to detail.
- Manage the annual equipment budget.
- Assist to hire, train, and manage a summer team.
- Train seasonal staff to operate and facilitate challenge programs, aquatic areas, and activities.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- Additional duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must demonstrate strong personal faith and ability to share the Gospel of Jesus Christ by being a living example.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from four-year college or technical school; or related experience and/or training; or equivalent combination of education and experience. Additionally, a candidate must be competent in at least half of activities offered, CPR and First Aid certifications, and have some background managing a team of people. Experience in camp ministry is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

- Ability to understand and implement safety regulations and procedures.
- Ability to communicate procedures and regulations to staff and guests.
- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- Physical strength to lift equipment and supplies (up to 60 pounds).
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (90 minutes or more).
- Ability to safely and properly use power tools and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

WORK ENVIRONMENT

This job involves long periods of standing and walking in a non-climate controlled environment and at height. Some job functions are also performed on a computer in an office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.