



## **Cho-Yeh Camp & Conference Center, Inc. Job Description**

**Job Title:** Recreation Specialist

**Department:** Program

**Reports To:** Adventure & Recreation Manager

**Prepared Date:** 1/22/19

### **Position Summary:**

The recreation specialist works with the adventure & recreation department to create a safe and fun recreation experience for summer campers and guest retreat groups. The Recreation Specialist will report to the Adventure and Recreation Manager. The recreation specialist will help oversee all aspects of recreation at Camp Cho-Yeh. This includes high and low ropes courses, waterfronts, and other activity areas. The recreation assistant will assist in the operation, improvement, and maintenance of the activity areas. The recreation specialist will have full access to the Waypoint Leadership Program which includes leadership curriculum, personal development classes, one on one professional coaching, community building, and outreach opportunities, with intentional and practical opportunity for spiritual growth. This position provides a clear two-year career progression track to a supervisory position.

### **Essential Job Functions:**

- Gain proficiencies in the challenge course, aquatics, and activity areas to be able to safely facilitate guest and campers as needed
- Conduct daily checks of activity area and equipment for safety, cleanliness, and good repair.
- Work alongside summer staff and other full-time staff to facilitate recreation, and build relationships that foster a healthy Christian community through hard work.
- Assist in training staff in recreation areas
- Assist in leading in-service training
- Maintain the recreation equipment for safety, cleanliness, and good repair
- Assist to hire, train, and manage summer activities team
- 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.

- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into the culture.
- Strong spiritual life and devotion to Christ as well as experience sharing personal testimony in a variety of venues. Being vulnerable and open about personal faith journey. Ability to sign Camp Cho-Yeh's statement of faith.
- Demonstrated ability to cultivate healthy relationships, and to maintain strong ties.
- Must be able to obtain lifeguard and high ropes certifications



- Offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Must be able to regularly work long and varied hours including weekends and some holidays.
- Must maintain a positive attitude and provide a positive environment for guest and campers.
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to guest and campers.
- Strong awareness and commitment to preventing, detecting, and responding to physical, emotional, or sexual abuse
- Ability to safely and properly use power tools and equipment
- Ability to drive cars, light trucks, tractors, and other motorized vehicles

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from four-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **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 the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **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. Ability to identify and respond to safety hazards and environmental hazards and inform campers, guest, and staff.

### **TIME MANAGEMENT ABILITY**

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

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; and talk or hear. The employee will regularly walk long distances. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, and distance vision.



## **EMPLOYEE BENEFITS**

- On-Camp Housing
- Meals Provided when guest groups are on camp
- 401k w/ 6% match
- Health Benefits and a Health Savings Account
- Paid Time Off
- Leadership Development Classes
- Team building training
- High Ropes training
- Lifeguard training and certification
- First Aid and CPR training and certification