



Status: **Full-time Non-Exempt**
Department: **Program Team**
Reports to: **Adventure & Recreation Manager**
Date Revised: **2/19/2020**

Recreation Assistant

Cho-Yeh Camp and Conference Center

Position Summary:

As a member of Recreation Team, the Recreation Assistant reports to the Adventure and Recreation Manager. The Recreation Assistant's main role is to work alongside the recreation team as they prepare for Guest Retreats and programmed events. The Recreation Team strives to deliver all activities with excellence and works to continue the mission and vision of Camp Cho-Yeh through recreation.

Essential Job Functions:

- Work with the recreation team to prepare camp for guest retreats and programmed events
- Facilitate guest and camper activities
- Conduct daily checks of activity areas and equipment for safety, cleanliness, and good repair.
- Assist in training staff in recreation areas
- Assist in leading in-service training
- Assist in hiring summer recreation team
- Participate as a member of the program team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions

Other Job Duties:

- This position will also have other duties assigned that are not mentioned in the job description that support the mission of Camp Cho-Yeh, in the past these have included:
 - Working volunteer work weekend
 - Working Camp Tour Days
 - Working Family Fun Day

Requirements:

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.

- Education:
 - Bachelor's degree from an accredited college or university is preferred OR a high school diploma and relevant camp or recreation experience.
- Qualifications:
 - Have current or able to obtain American Red Cross Lifeguard Certification
 - Have current or able to obtain Association for Challenge Course Certification Level 2
 - Have current or able to obtain Commercial Driver's License
 - Ability to safely and properly use power tools and equipment
 - Ability to drive cars, trucks, trailers, and other motorized vehicles
 - Ability to walk long distances
 - Ability to lift and move up to 60lbs
 - 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 and being vulnerable and open about personal faith journey.

- Ability to sign Camp Cho-Yeh's statement of faith.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Supervisory Skills:
 - Leadership ability to assist in managing summer recreation staff
- Work Environment:
 - Be able to work the majority of the time outside sometimes in extreme weather conditions
- Hours:
 - Fall, winter, & spring season consist of 40-50 hrs. a week. Summer hrs. consist of a 50 - 60hr work week
- Travel:
 - Minimal travel, but able to travel to conferences and retreats.

Cho-Yeh Camp and Conference Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, age, sex, national origin, disability status, or protected veteran status.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.