

Recreation Manager



Classification: Full-Time (Hourly), health benefits reimbursement, housing dependent upon situation

Reports to: Program Director

Works with: Program Guest Relations, 3rd party builder (currently Cross Bearing Adventures/Adventure Experiences), any entities that provide inspection and service to our adventure activities, and if needed with the insurance company.

Supervises: Summer Adventure Staff, any staff member when engaged in Adventure activities

Position Purpose: To provide a safe experience for campers of all ages as they enjoy the camp adventure activities.

Summary: Plan, oversee and execute all necessary safety measures and training to ensure adventure activities are maintained at the highest level of safety.

QUALIFICATIONS:

High School diploma

Previous experience working in and with ropes courses, preferably at a supervisory level.

Minimum Level 1 Ropes course certification from a licensed organization. Level 2 Preferred.

Certified in Wilderness First Aid preferred.

Lifeguard Certification preferred.

Evidence of leadership ability and teamwork.

- Organized
- Detail-oriented
- Good communicator
- Able to multitask and prioritize the importance of tasks.
- Long-range planner
- Creative
- Makes good decisions under pressure.
- Able to be flexible and change specifics quickly.

ESSENTIAL JOB FUNCTIONS:

1. Courses & Equipment

- Routine inspections of all High & Low Ropes Course Elements
- Schedule annual professional inspections of all High & Low Ropes Courses and accompany inspector while they are on-camp
- Maintain all Adventure equipment and building structures, consulting a professional when necessary
- Retire old equipment when it has expired, reached its usage limit, or is no longer safe or functional
- Check and maintain rope logs and gear logs
- Order new equipment when necessary with the approval of the Program Director
- Assist in imagining, developing and constructing new Adventure elements
- Maintain and initiate proper signage and security around all Ropes Course Elements
- Equipment maintenance, including cleaning of ropes, carabiners, pulleys, etc.
- Course maintenance on High & Low Ropes, Ziplines, and Tower
- Inventory
- Report all Ropes Course updates and approve changes with Program Director

2. Training & Supervision

- Spring training of Adventure Staff according to all policies and procedures listed in the Adventure Program Binder, following all ACCT standards, and complying with any standards updates.
- Observe Summer Staff often during Adventure programming, and provide correction/re-training when necessary
- Ensure all safety protocol is being carefully followed by all staff at all times
- Conduct re-training sessions with groups or individuals as necessary
- Fill out incident reports for anything unusual and work with insurance company and lawyers in case of a lawsuit regarding any Adventure elements.
- End of Season recording of High Rescue Facilitator Hours for all staff files.
- Update their own Portfolio hours weekly.

3. Rental Group Recreation Needs

- Look over AV and Sound Forms, meet with groups and set- up for them.
- Look over all equipment and areas rental group programming will happen and ensure they are clean and set up properly.
- Restocking of campfire wood. Delivering Fire Kits and water bucket to locations as needed.
- Removing of fireplace ashes and resetting fireplaces.
- Mini- Gold Courses upkeep.
- Activities upkeep ie. Pool, Slip n Slide etc.
- Facilitate activities as needed

ADDITIONAL RESPONSIBILITIES:

- Attend Team meetings and training times.
- Maintain clear and encouraging written and verbal communication with all camp staff.
- Exhibit a Christ-like attitude in regards to our tasks, guests and co-workers.
- Assist in all areas of camp as needed (Facilities, Housekeeping, Kitchen, etc.)
- Assist with Summer Staff
- Step in and lead camper groups when necessary
- Opening and Closing of Summer Staff Housing.
- Step into counseling during summer hours as needed
- Driving campers to activities off camp

APPLICATION PROCESS:

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Application form
- Resume
- Responses to Golden Bell's Statement of Faith form
- Two reference letters from professional associates
- Letter of reference from current pastor

Drop off, send, fax or email a complete application packet to:

Golden Bell Camp & Conference Center
380 County Road 512
Divide, CO 80814

Phone: 719-687-9561

Fax: 719-687-5400

Email: programming@goldenbellcamp.org

INITIAL ASSESSMENT STAGE:

Every new hire will be given an initial assessment period that will last their first 60 days of employment. During this time the employee and employer have the opportunity to assess if the position is a good fit for them. When the employee has completed their first 30 days of employment a meeting will be scheduled to discuss and evaluate their progress.

RELIGIOUS DISCRIMINATION NOTICE:

It is the policy of Golden Bell Camp & Conference Center to recruit and only hire applicants who have made a personal commitment to Jesus Christ and accepted Him as their Lord and Savior, as indicated on and consistent with our Statement of Faith and General Application form. Because of our religious formation and purpose, Golden Bell camp & Conference Center has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.