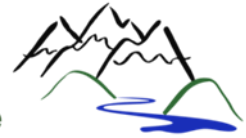


Programming Support Staff

Golden Bell
A Mountaintop Experience



Classification: Full-Time (Hourly), Shared Staff housing

Reports to: Program Director

Works with: Program Guest Relations, any entities that provide inspection and service to our adventure activities, and if needed with the insurance company.

Position Purpose: To further the mission of Golden Bell Camp through supporting the functions of the Programming Department while also supporting other departments as needed due to the teamwork approach of the Camp.

Mission Statement

A mountaintop experience for all ages encouraging adventure, relationships, and a personal encounter with Christ.

QUALIFICATIONS:

- Commitment to Camp mission and purpose.
- High School Diploma or equivalent GED
- Ability to successfully pass the Lifeguard and Adventure Course certifications within 90 days of start date. Golden Bell Camp will provide the required training.
- Physical ability to lift and carry 50 pounds
- Ability to take charge of tasks and work independently
- Good time management
- Team player
- Motivated
- Organized
- Detail-oriented
- Able to develop procedures for work
- Good communicator
- Able to multitask and prioritize importance of tasks
- Makes good decisions under pressure

What is a "Mountaintop Experience?"

At Golden Bell, we believe a "Mountaintop Experience" is escaping the busyness and distractions of this world to draw closer to friends, family, and God. By providing camps and accommodations, we help encourage kids, teens, and adults to set aside the craziness of life and explore the beauty of the great outdoors. By challenging them in their faith, we help provide the greatest mountaintop experience - the experience of feeling God's Presence in a way like never before. We hope you will come and join us to see just what it means to have a "Mountaintop Experience."

ESSENTIAL JOB FUNCTIONS:

- Assist in imagining, developing and constructing new Adventure Course elements
- Equipment maintenance, including cleaning of ropes, carabiners, pulleys, etc.
- Course maintenance on High & Low Ropes, Ziplines, and Tower
- Inventory
- Assist Recreation Manager in 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.
- Ensure all safety protocol is being carefully followed by all staff at all times
- Fill out incident reports as required.
- Update their own Portfolio hours weekly.
- Lifeguard in Indoor Pool as scheduled. Keeping pool area clean and safe.
- Assist with meeting space set-up of AV and Sound to include, meeting with groups and set-up for them.
- Assist in the review of all equipment and areas rental group programming will happen and ensure they are clean and set up properly.
- Help with the restocking of campfire wood. Delivering Fire Kits and water bucket to locations as needed.
- Maintain campfire pits and indoor fireplaces by removing ashes and resetting the wood.

- Mini- Golf and Putt-Putt Course upkeep.
- Assist in routine sanitation and safety of the camp.
- Assist as needed in providing consistently clean and neat facilities.
- Coordinate with Guest Services and Facilities Departments.
- 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.

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 regard 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.

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.