

ALPINE CAMP AND CONFERENCE CENTER



ROPES AND RECREATION COORDINATOR

DATE WRITTEN: 4/10/2018

PURPOSE

The Seasonal Ropes Course Coordinator and Summer Staff Ropes Lead will be directly responsible for overseeing the safety and daily operations of the Higher Ground Ropes Course, overseeing all Summer Staff Adventure Staff, as well as assisting the Ministry Director with preparations for fall and spring ropes course management.

ACCOUNTABILITY RELATIONSHIPS

REPORTS TO THE PROGRAM DIRECTOR

GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

SPECIFIC QUALIFICATIONS

- Must possess a thorough and up-to-date working knowledge of all equipment, hardware, and standards of the Higher Ground Ropes Course
- Needs a basic understanding and familiarity with standard safety and operational practices of Signature Research or another equivalent ACCT accredited Ropes Course training company
- Must be willing and able to become certified to ACCT standards by Signature Research another equivalent ACCT accredited Ropes Course training company if applicable
- Must have at least 1-3 years experience setting up, operating, inspecting and maintaining all elements of the Higher Ground Ropes Course OR equivalent experience at another comparable facility.

GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Commit to Alpine's Relational Covenant guidelines.
- Other duties as assigned by Alpine's executive leadership.

SPECIFIC RESPONSIBILITIES

- Proactively oversee all activities taking place on the Higher Ground Ropes Course (HGRC), ensuring they are conducted in a safe, encouraging, and ministry-minded manner
- Will take a primary role in scheduling of all part-time employees needed to run day-to-day activities on the HGRC and will assist the Program Director in the weekly and daily scheduling of all Summer Staff Adventure Team members.
- Will give regular updates to Program Director and Program Camps Manager on Summer Staff performances and competencies while on duty at the HGRC
- Will take a primary role in managing all summer staff A-Teamers as well as all Part-Time Ropes Course Practitioners assigned to the HGRC on a daily basis. Will be assisted by a Ropes Lead (PT or Summer) when he/she is scheduled.
- Will assist and advise the Program Director and the Program Camps Manager in the advanced training of any Summer Staff or Part-Time ropes course employees.
- Will take a primary role in the basic training of all A-Team summer staff on the HGRC.
- Will assist the Outdoor Education Manager in the day-to-day operations of Alpine's Outdoor Education program.
- Will assist the Outdoor Education Manager in the development of OE curriculum and class site maintenance.
- Will take an active role in the sales and marketing of the HGRC as well as Alpine's Outdoor Education program.
- Other duties as assigned by the Program Director.

GENERAL ESSENTIAL FUNCTIONS

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

SPECIFIC ESSENTIAL FUNCTIONS

- Must be able to work for considerable amounts of time (4+ hours) at heights of 20 feet or more
- Skills in scheduling, managing and graciously correcting staff when necessary
- Must be a strong coach and encourager

SIGNATURES:

I _____ have read and received a copy of my Job Description.
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

Employee

Date Reviewed with Supervisor

Supervisor

Date Reviewed with Employee