

Title:	<u>Quest Manager</u>
FLSA Status:	<u>Exempt</u>
Department:	<u>Horn Creek</u>
Reports To Job Title:	<u>Summer Camp Director</u>

PURPOSE

The Quest Manager is to oversee the Quest program in its entirety. They are accountable to the Camp Director and are responsible for the safety, organization, and follow through of the Quest program. The Quest Manager shall be in agreement with and abide by the Sky Ranch Doctrinal Statement, Contract Labor Agreement, and all personnel policies as established by the Sky Ranch Site Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary duties and responsibilities include, but are not limited to, the following:

- Daily Operations - the Quest Colorado Manager is responsible to see that Quest Colorado counselors are leading their campers: safely and in a Christ centered fashion. Performance is satisfactory when:
 - Assist the Camp Director in the execution of a Christian program, which will relate to and meet the needs of the campers in the Quest Colorado Program.
 - Personally and as a manager to, keep your conduct within the guidelines established for expected behavior for all camp related activities.
 - Participate and lead in all camp activity instruction and program execution.
 - Be responsible for your staff and campers' physical safety and health, as delegated by your Camp Director.
 - Report all sickness and accidents to your Camp Director.
 - Report problems or extreme misconduct to the Camp Director.
 - Make sure that your counselors evaluate each camper on a bi-weekly basis as detailed by the Sky Ranch Site Manager and submit a written report.
 - Lead and train your staff in what they need to demonstrate to their campers during a Quest Colorado camp session.
 - Commit to encourage and lead the Quest Colorado Counselors during the two week session in teaching the campers about Jesus Christ.

- Spiritual Encouragement/Example - the Quest Colorado Manager is responsible to create and unpack a program and environment that nurtures spiritual growth for counselors and the campers that they are in charge of. Performance is satisfactory when:
 - Always strive to be an honest and fair representative of Jesus Christ to your campers and fellow staff members.
 - Be alert to God-given opportunities to introduce campers to Jesus Christ as Savior and Lord. Encourage counselors and campers to grow in Christian maturity through consistent Christian living – in deed, and then in word.

- Customer Service - The Quest Colorado Manager will be responsible to insure that our campers and camper parents experience the “WOW” factor and are served in such a manner that reflects 1) our desire to serve them, 2) our appreciation of them, and 3) satisfactorily meets their needs and expectations. Performance is satisfactory when:

- Counselors and Campers (and parents) are served in a manner that reflects their importance to us. As our “customers”, they are our sole reason for existence. Therefore, we will treat them with gentleness, kindness, fairness, respect, and eagerly seek to meet their needs. This is “their’ camp, not “ours”.
- Any situation where we fail to serve/please a camper or camper parent is brought to the attention of and discussed with the Camp Director. In those cases, an attempt will be made to resolve the problem, design a system that prevents a recurrence, or offers an apology and/or refund.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain compliance with Sky Ranch’s employee policies and procedures.
- Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

QUALIFICATIONS:

CERTIFICATES, LICENSES, REGISTRATIONS

- CPR
- First Aid
- AED
- Ministry Safe / Child Advocacy

KNOWLEDGE OF

- Committed believer in Jesus Christ and must be willing to sign Sky Ranch Christian Doctrinal Statement.
- Must be committed to providing excellent customer care in all facets of their job and willing to assist others in the mission of leading youth and families to know and follow Christ.
- Must love teens and have a desire to keep teens safe
- Ability to abide by rules and regulations
- Flexibility when things change
- Selflessness
- Strong moral character
- Respect of authority
- Ability to interact well with teens, peers, and parents
- Fun, compassionate, responsible, good hygiene, physically capable to participate in all camp activities
- Leadership

SKILLS AND ABILITIES IN

- Excellent communication skills (verbally interacts with campers, parents and staff and writes evaluations and letters to campers).
- Knowledge of workplace safety procedures.

PHYSICAL DEMANDS

- 100% -- Stands and walks long distances across camp during entire shift.
- 90% -- Verbally communicates with campers, staff and parents.
- 75% -- Reaches, bends and stoops frequently.
- 75%-- Capable of participating in all camp activities.
- 20% -- Carries 50 lbs.
- 20% --Climb ladders for activities and to reach top floor lodging.
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

OTHER

Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support Sky Ranch's Doctrinal Statement. An active membership in a church whose spiritual beliefs are aligned with Sky Ranch's Doctrinal Statement.

Commitment to Sky Ranch's Vision, Mission, Values (A.R.E.) and Principles (WOW, Stewardship, and Excellence) demonstrated in daily behavior.

Must demonstrate annually a clear background check and review of child safety practices as required for camp accreditation by the American Camping Association.

Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.