



## SKY RANCH A-TEAM MANAGER



### WHAT YOU'LL GET TO DO

Every day, you'll be responsible for all camp activities and the supervision of the A-Team. You'll ensure that all actions by staff in your area support our objectives of keeping campers safe from harm, providing them with a fun and positive camp experience, and encouraging a greater understanding of and a deeper commitment to God. This position is critical to the ministry of Sky Ranch and contributes directly to our mission of leading youth and families to know and follow Christ.

### A DAY IN THE LIFE

(The legal term is "essential functions." That just doesn't sound as fun!)

No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience! Here's just a glimpse of the most important responsibilities you'll have:

Daily Operations - You'll ensure activities are facilitated according to the daily program schedule and in line with Sky Ranch policies and procedures. Here's what that looks like:

- Attending every scheduled meeting and arriving early for set up and preparation.
- Stepping in for others who may need a short break.
- Responding to ALL radio calls in a timely manner.
- Confronting, correcting, and reporting any violations of Sky Ranch policies and procedures.
- Checking and evaluating the safety of all activities on camp.
- Spending time each day serving with the A-Team staff in their designated areas.
- Building relationships with the A-Teamers, discipling and mentoring along the way.
- Conducting daily safety inspections throughout camp, ensuring safety precautions have been taken, and filing maintenance requests with the Camp Director.
- Turning in documentation for all safety inspections to the Camp Director each day.
- Repairing and replacing any faulty activity equipment, with oversight from the Camp Director.
- Ensuring that all activities are open 10 minutes prior to camper arrival times, both mornings and afternoons.
- Ensuring that all A-Team staff are at their assigned night activities each night: have them sign in and sign out with you; they may not leave a night event until you have dismissed them, and they have signed out.
- Assist programs in miscellaneous program duties when requested.
- Conducting activities in accordance with Sky Ranch Policies and Procedures.
- Attending and participating in weekly in-service training.
- Immediately notifying the Camp Director if you are sick.
- Providing First Aid care when needed.
- Properly executing all Emergency Plans when needed.
- Ensuring all A-Team staff perform their jobs safely and thoroughly.
- Reporting any staff who are not being cooperative, not communicating, showing up late, not scanning patrons properly, talking to others while on duty, calling campers out of the water early, or not properly rotating positions.
- Calling the appropriate leadership when an incident happens and implementing Sky Ranch procedures for that particular incident.

Spiritual Encouragement - You'll provide an environment that nurtures spiritual growth for campers and staff. Good examples of this are:

- In every situation, no matter how large or small, acting with integrity. Campers will watch you and notice how you handle situations. If you break rules, they will break the rules. Lead by your example. Don't compromise your

- integrity for anything, no matter how small.
- Attending all meetings, Bible studies, and assigned special events.
- Faithfully attending worship each week.
- Spending time daily in the Word and praying for staff, campers, safety, and the advancement of God's Kingdom through the sharing of the Gospel.
- Fostering and praying for unity throughout the leadership staff and Ute Trail staff as a whole.

Customer Service -You'll ensure that our campers and camper parents experience the "WOW" factor and are served in a way that reflects our desire to serve them as well as our appreciation of them, and meets or even exceeds their needs and expectations.

- Treating ALL our guests, both campers and their family members, with gentleness, kindness, fairness, respect, and eagerly seeking to meet their needs.
- Bringing to the attention of the Camp Director ANY situation where we fail to serve or please a guest.

Other important responsibilities are to maintain compliance with all employee policies and procedures established for Sky Ranch, maintain compliance with all state and federal laws and regulatory requirements, and perform other tasks requested of you with a fantastic, spirit-to-serve attitude.

## WHAT YOU'LL NEED

EVERYONE who works at Sky Ranch needs to have a current MinistrySafe / Child Advocacy Certification. Don't worry, we'll provide that for you if you don't have it already!

You'll also need CPR, First Aid, and AED Certification. We'll provide this for you, too!

You'll also need to exhibit the following character traits, knowledge, and skills. You'll have to show up with these - we can't get them for you! If you can check these boxes, you're good to go:

- Committed follower of Jesus Christ, and willing to sign the Sky Ranch Doctrinal Statement
- Committed to providing excellent customer care and willing to contribute to the mission of leading youth and families to know and follow Christ
- Ability and desire to keep kids safe, as well as care for them physically, emotionally, and spiritually
- Ability to abide by rules and regulations
- Willingness to abide by the Sky Ranch cell phone policy.
- Excellent communication skills (verbally interacts with campers, parents and staff, and writes evaluations and letters to campers)
- Respect for authority
- Flexibility and adaptability when things change or go in a way that is not expected
- Strong moral compass, rooted in Biblical principles
- Ability to interact well with kids, peers, and parents/adult family members
- Ability to participate in all camp activities
- Knowledge of and ability to abide by workplace safety procedures
- Excellent hygiene and willingness to comply with the dress code
- Works well under pressure
- Ability to provide spiritual leadership through Bible study and mentoring/equipping staff
- Ability to firmly and respectfully discipline staff when an activity is not being run properly
- Creative
- Humble
- Responsible and FUN!

## **MORE LEGAL STUFF**

FLSA Status: Exempt

Department: Activities

Reports to: Camp Director

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 to retrieve items or participate in camp activities
- 75% - Participates in all camp activities.
- 20% - Carries 50 lbs.
- 20% - Climbs ladders during 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.

## **EVEN MORE LEGAL STUFF!**

(Limitations and Disclaimer)

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an "at-will" basis.