



# SKY RANCH A-TEAM COORDINATOR



## WHAT YOU'LL GET TO DO

The A-Team COR reports to the Program and Activities Managers and is responsible for the day-to-day operation and supervision of all program staff. 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!)

Every day, you'll ensure that all actions by staff in your area support our objectives of keeping campers safe, providing them with a fun and positive experience, and encouraging a greater understanding of and deeper commitment to God. 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 assist the A-Team by completing various tasks. Here's what that looks like:

- Checking and evaluating your staff's housing for cleanliness.
- Spending time each day serving with the A-Teamers in their designated areas.
- Building relationships with the A-Teamers, discipling and mentoring along the way.
- Fostering and praying for unity throughout the A-Teamers, and Sky Ranch Staff as a whole.
- Conducting daily safety inspections throughout camp, ensuring safety precautions have been taken, and filing maintenance requests with the Activities Manager.
- Turning in documentation for all safety inspections to the Activities Manager each day.
- Assisting the Activities Team in miscellaneous program duties.
- Repairing and replacing any faulty activity equipment, with oversight from the Activities Manager.
- Leading morning devotionals.
- Ensuring all programs staff are out of Oak Haven by 7:35 a.m. and on their way to set up and open their activities for the day.
- Ensuring that all activities are open 10 minutes prior to camper arrival times, both mornings and afternoons.
- Ensuring that all programs 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.
- Attending all meetings, Bible studies, and assigned special events.
- Conducting activities in accordance with Sky Ranch Policies and Procedures.
- Attending and participating in weekly in-service training.
- Providing First Aid care when needed.
- Properly executing all Emergency Plans when needed.
- 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 set the ultimate example for campers. You'll be responsible for attending all meetings, Bible studies, and assigned special events.

- Acting with integrity, and leading by example. Campers will watch you and notice. If you break rules, they will break the rules.
- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.
- Faithfully attending Community Group each week.

Organization and Administration – You'll be responsible for planning, organizing, and directing staff in daily camp life, delegating tasks, supervising performance, and making decisions in matters that require judgment.

- Attending every meeting and arriving early for set up and preparation
- Developing relationships and ministering to all gender-specific A-teamers/Lifeguards.
- Spending time daily in the word and praying for your assigned staff, the campers, safety, and the advancement of God's kingdom through the sharing of the gospel.

- Stepping in for those who may need a short break.
- Responding to ALL radio calls in a timely manner.
- Confronting, correcting, and reporting any violation of Sky Ranch policies and procedures.
- Faithfully attending Community Group each week.

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)
- Ability to firmly and respectfully discipline staff if an activity is not being run correctly
- Flexibility and adaptability when things change or go in a way that is not expected
- Ability to provide spiritual leadership through Bible study and equipping staff
- 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
- Creative
- Humble
- Desires to grow and be challenged
- Compassionate
- Responsible
- FUN

## **MORE LEGAL STUFF**

FLSA Status: Exempt

Department: Summer Camp

Reports to: Activities Manager

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.