



SKY RANCH CAMP LIFE COORDINATOR



WHAT YOU'LL GET TO DO

The Camp Life Coordinator is responsible for the planning and day-to-day operation of the soft programming in cabins assigned to their age group. This leadership role exemplifies the attitudes and personal skills required of all summer staff who interact with Sky Ranch campers and holds others accountable to those standards. The Camp Life Coordinator 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 provide critical support to the Summer Camp Team. 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 set up and execute all soft programming, such as night events, pow-wow, lodges, meal-time atmosphere, cabin competitions, and program-specific teaching. Here's what that looks like:

- Planning and setting up events at least one hour prior to the scheduled start time.
- Delivering optimal amounts of FUN during events, while adhering to all safety standards and Sky Ranch policies and procedures.
- Holding staff accountable to standard operating procedures by addressing violations immediately, and reporting serious or repeated violations to managers.

Spiritual Encouragement - You'll be responsible for creating an atmosphere and delivering programs that nurture spiritual growth for campers and staff.

- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.
- Exhibiting a Christ-like attitude and genuine concern for campers and counselors, displaying the qualities taught in Bible studies and devotionals.
- Faithfully attending Community Group each week.

Organization and Administration - You'll get to fill out required paperwork and follow accounting procedures, ensuring thorough, timely work and staying organized.

- Completing and submitting required forms satisfactorily and in a timely manner.
- Following routine procedures for meal time, song time, health center operations, cabin clean-up, registration day, rodeo day, special events, etc.
- Fulfilling other duties assigned by Camp Managers in compliance with Sky Ranch policies and procedures.

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 for 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 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 solve problems
- Flexibility and adaptability when things change or go in a way that is not expected
- Strong moral compass, rooted in Biblical principles
- Respect for authority
- 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 and FUN!

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Summer Camp

Reports to: Summer Camp 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.