



SKY RANCH **BLACK BOX COORDINATOR**



WHAT YOU'LL GET TO DO

The Black Box Coordinator reports to the Senior Summer Camp Manager of Operations, and is responsible for assisting this position and the Summer Camp Team with daily, important tasks, covering everything from day-to-day operations to communications. The Black Box Coordinator plays a vital role in organizing daily tasks and overall projects for summer camp. This role 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 as a Black Box Coordinator! Here's just a glimpse of the most important responsibilities you'll have:

Daily Operations - You'll assist the Summer Camp Team by completing various, supportive tasks. Here's what that looks like:

- Assisting in daily operations for the Summer Camp Team
- Managing Community Group communication to Summer Staff and CG Leaders
- Managing the Weekend Camp Program - coordinating staffing and training
- Managing expense reports for Summer Camp Leadership Team
- Assisting Camp Managers and Summer Camp Coordinators as needed
- Assisting Summer Camp Team in gathering content for Staff Social Media

Spiritual Encouragement - You'll be responsible to ensure an environment that is uplifting.

- 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 get to plan, organize, and direct the Senior Summer Camp Operations Manager in the daily functioning of summer camp.

- Presenting information to the manager, accurately and in a timely manner.
- Processing routine forms and other assignments, satisfactorily and in a timely manner.

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 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
- Energizing, positive personality
- 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
- Well-organized
- Responsible
- FUN

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Summer Camp

Reports to: Senior Summer Camp Manager of Operations

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.