



# Recreation Coordinator

## Job Description

**Main Objective:** To support Montlure's mission by creating and living in a Christian community with all campers and staff. To maintain a safe and welcoming environment during all programming and recreation activities. To prep, implement, lead, and participate in all assigned recreational activities for the week in a way that they are successful and meet Montlure's program goals. To work cooperatively with other Rec Staff and Volunteers.

**Responsible To:** Montlure Camp Director and Program Lead(s); Accountable to the Council of Montlure Camp

### Roles and Responsibilities

- Welcome all campers each day of the week and create a Christian community to live in that is welcoming, open, and creates lasting relationships
- Work alongside all other staff living in Christian Community that creates lasting relationships
- Using creativity, plan, lead, and participate in daily large group activities/crafts, for all age groups
  - Some pre-camp planning is required
- Instruct groups on rules, and supervise and correct behavior in a positive manner
- Organize and plan daily sign up activities
- Work cooperatively with rotating staff or volunteer member to help carry out duties
- Communicate to all staff/volunteers what games and activities will be played/offered; delegate and assign staff/volunteer responsibilities as needed
- Constantly adapt activities to keep them fresh and engaging for campers and staff
- Notify supervisor of any supply purchases needed
- Keep inventory and supplies neat and organized
- Clean daily; putting away supplies, picking up after games/other activities
- Serve as Relief Staff for counselors during breaks, activities, and some nights in camper cabins
- Be "on-call" and fill in as needed for any other camp related duties
- Use first aid when needed, and handle emergency situations quickly and calmly
- Follow and implement all Montlure policies and procedures and ACA standards (with training)
- Attend Staff-Training prior to camp (mandatory)

### Qualifications

- Bring an openness to faith and a willingness to engage in a Christian community that encourages curiosity, growth, and care for others
- Possess the strength, endurance, and patience to maintain oversight of campers in a 24-hour residence camp by working and being on alert for long hours
- Ability to stay focused and work non-traditional hours to make certain tasks are complete
- Ability to lead large group games and activities with high energy and positivity
- Ability to enforce rules and keep high expectations on safety precautions and regulations
- Creativity and adaptability in games, crafts, and other programs such as archery, low-ropes, etc
- Be physically able to maintain energy through rigorous games and activities, and the ability to work and live in a rustic camp environment at high altitude and in varying weather conditions, and ability to lead hikes and other outdoor related physical activities
- Possess the visual and auditory skills to identify and respond to environmental and other hazards related to camp activities
- Have experience working with children/youth
- Have high energy, loving kindness, positivity, and patience with campers at all times
- Have a positive attitude and be a team player with other staff and volunteers, always
- Ability to multitask and plan ahead for multiple activities as once
- Flexibility and adaptability to a fluid program that can change for various community needs
- Completion of minimum training requirements, submission of health history and criminal background check, and hold First Aid/CPR certification prior to first day of camp
- Must be at least 20 years old to apply, preference for those who have prior camp staff experience.

## Pay Rate & Benefits

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

- The Recreation Coordinator is paid \$300 upon completion of Staff Training, plus an additional stipend for work is completed prior to camp (more details during interview.)
- Each completed week of camp will be paid at a rate of \$375-\$400, depending on experience
- If a staff member is certified for archery instruction there will be opportunity for increase of pay; this will be discussed during hiring process
- All meals are provided for the duration of employment (time off not included, but many leftovers)
- All housing provided for duration of contracted camp week

## Living Arrangements

- All staff will be assigned personal space in the staff living quarters
- During Overnight Camp weeks, the Recreation Coordinator will either stay in the staff living quarters, *or will be assigned to a camper cabin for sleeping*

## Transportation

- Staff are required to make their own travel arrangements to staff training at the beginning of the camp season. Staff are responsible for their return trip home. We will work with staff on carpool arrangements if available.

## Time off Expectations

- Staff have at least one day off between camp weeks. Staff are permitted to leave site on time off, or they can choose to stay on site.
- The day prior to camp is considered a work/prep day; start time set by Director.
- Recreation staff will have at least a one and half hour break each day, otherwise they are expected to be prepping for activities, or cleaning up after activities.

While Recreation staff do not typically have regular night time duties (unless they are filling in as relief staff), they are always "on-call", are *not* permitted to leave site, and we expect all staff to adhere to quiet hours and lights out. It is part of the job to be **well-rested** for the next day of camp in order to properly care for campers and ensure the overall safety and success of our program. Keeping late hours will not be tolerated.

Notes on what is not considered time off:

1. Meal Time; All meals will be eaten together with campers at designated times.
2. Chapel services, FOB, Small group time, etc; Recreation staff either attend scheduled events, *or* are preparing and setting up for activities. (You will work with the Program Lead/Camp Director to ensure you have a 90 minute break each day during one of these times.)
3. Morning Staff Devotion time; We expect all staff to be ready for the day **prior** to the morning staff meeting and subsequent devotion time. Devotion time is not time to get ready for the day.