



**Job title:** Activities Assistant Manager

**Department:** Program

**FLSA Status:** Non-Exempt

**Reports to:** Activities & Recreation Manager

**Type:** Summer Staff

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation, and community.

**Position Summary:** Oversee the recreational activities for guests at Sandy Cove by training, leading, scheduling, and directing Activities Specialists as well as facilitating activities.

**General Purpose:** To oversee the summer operations of all activities for Sandy Cove guests. Providing leadership and direction in this area allows the Activities and Rec Manager to have more time to focus on other program elements, which will provide greater oversight to the activities so that guests can better connect with God and each other.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- High School Diploma
- Outdoor/athletic & team oriented
- Relevant experience in programming, activities, and challenge courses
- Have or the ability to obtain challenge course certification
- Have or the ability to obtain First aid/CPR certification

(\*Note: Sandy Cove does offer a First Aid/CPR certification course in June, spots are limited)

**Essential Job Functions:**

**Activities and Recreation**

- Maintain all activity areas and recreation sites on the Sandy Cove property
- Perform ongoing maintenance of activities and equipment as needed
- Ensure the safe and timely operation of Sandy Cove activities for the Marsh Day Camp program
- Oversee the signups and execution of summer tournaments
- Setup, teardown, and facilitate various activities and tournaments as needed

**Programming**

- Help develop, plan, staff, and lead Summer Family Vacation Activities
- Help develop, plan, staff, and lead Thursday nights at “The Bluff” in the summer

**Staffing**

- Help train, lead, manage, and efficiently schedule Activities Specialists
- Efficiently utilize staff from other departments as needed

- Ensure activity SOPs, safety guidelines, and emergency procedures are being followed by the specialists, providing instantaneous correction as needed
- Creatively foster a sense of community among staff members
- Lead the staff as an example of hospitality, customer service, professionalism, and faith to guests and other staff
- Delegate any reasonable duties to staff

#### **Administrative**

- Help keep the Sandy Cove app relevant and up-to-date in the summer
- Be aware of and adhere to all safety guidelines and practices
- Respond as trained and instructed to incidents/emergencies as necessary
- Properly document information as trained and keep organized records for the summer
- Perform all other reasonable duties as assigned by the Activities & Rec Manager

#### **Essential skills and experience**

- Excellent communication, judgment, and decision-making abilities
- Ability to problem solve
- Patience, flexibility, maturity, “people person” & responsible

#### **Reporting to this position: Activities Specialists**

#### **Non Essential Skills & Experience:**

- Prior experience in organized sports
- Prior experience facilitating adventure activities and belaying

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Physical demands:** While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk, or hear. You will be on your feet for long periods and will be working outdoors. The employee must be able to lift and/or move up to 50 pounds.
- **Work environment:** While performing the duties of this job, the noise level in the work environment ranges from a normal office environment to outdoor seasonal weather prevalent at the time.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries’ employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_