



Job title: Activities Manager

Department: Program

Reports to: Activities Program Coordinator

Position Summary: Oversee the ongoing operation and maintenance of activities, for the recreational enjoyment of Sandy Cove's guests.

Essential skills and experience

- Personal relationship with Jesus Christ

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

Role Qualifications:

- Current First Aid certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Current CPR certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Patience, flexibility, maturity, "people person", responsible,
- Outdoor/athletically oriented, team oriented
- Excellent communication, judgment and decision making abilities
- Available to participate in training and skill verification for high adventure activities
- Must be at least 18 year of age for high adventure skills verification
- Ability to belay

Position Responsibilities:

- Greet and serve each person in a courteous and professional manner
- Facilitate/belay for activities such as the rock wall, zip line, and big swing, maintaining safety for all throughout. Safely and properly set up/ take down these activities.
- Facilitate and oversee various activities and tournaments as needed.
- Respond as trained and instructed to incidents emergencies as necessary
- Maintain the activity sites and equipment for the guests use (mini golf, shuffleboard, etc)
- Be aware of and adhere to all safety guidelines and practices
- Properly document and record information as trained.
- Assist in training, scheduling, leadership and supervision of Activities Team tasked with the above responsibilities
- Perform all related necessary duties as assigned by the Asst. Director of Program Ministry

Reporting to this position: Program Ministry Team Members assigned

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 the 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, talk or hear. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

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: _____