



Job title: Summer Program Ministry Team Member

FLSA Status: Non-Exempt

Department: Program

Reports to: Respective Department Manager for shift

Indirect Report: Family Camp Summer Staff Coordinator

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: Adapt to changing guest/ministry program needs by filling in various positions across Sandy Cove Ministries program positions (ex: Activities, Lifeguard, Child Care (ClubCove or CrossWalk), Marina, Craft Shop) Note: Employees will be assigned to one of these areas as a “home base” but will be expected to be able to be assigned to other areas as scheduling and program needs dictate.

Position Purpose: Provide an enjoyable and safe experience for Sandy Cove guests so that they can connect with God and each other by providing services in a variety of roles where most needed.

Role Qualifications:

- Personal relationship with Jesus Christ
- Certification to belay or ability to be successfully trained
- Able to take direction, accept task assignments and work through to completion with timeliness and accuracy
- Responsible, adaptable, and flexible in dealing with last minute changes
- Willingness to work weekdays, holidays and evenings and weekends as necessary
- Ability to swim
- Physically able to perform the essential job functions either with or without accommodation

Essential Job Functions/Responsibilities:

- Develop friendly and courteous rapport with all guests
- Perform all reasonable work requests from either direct manager or assigned department

-Activities Specialist-

- 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.
- Teach, encourage and assist guests involved in activities

- Facilitate and oversee various activities and tournaments (i.e. ping-pong, volleyball, soccer, archery, basketball, softball, etc.) as needed by preparing equipment, organizing teams, keeping score/refereeing and recording results for prizes.
- Maintain the activity sites and equipment for the guests use (mini golf, shuffleboard, etc)
- Awareness of and adherence to all safety guidelines and practices
- Properly document and record information as trained (e.g. waivers and accident reports).

-Child Care (ClubCove or Crosswalk)-

- Create, plan, and present program for children (ClubCove groups range in age from infant to 12 years old) that includes daily Bible lessons, memory verse, songs, activities and games. Create, plan and present program for jr. and senior high that includes daily bible lessons, activities and game (CrossWalk group range in age from 13-18).
- Build relationships with kids and parents through conversation and interactions
- Provide structured atmosphere where children know and follow behavior expectations
- Ensure child safety by following procedures and meeting needs as they arise

-Lifeguard -

- Ensure safety of each guest at Sandy Cove Ministries' pools
- Guard the pool as scheduled and instructed by the Aquatics Manager and/or Assistant Aquatics Manager
- Enforce all pool rules and regulations without bias
- Respond to issues and emergencies as trained, and document actions as required
- Perform daily cleaning as scheduled and instructed by the Aquatics Manager and/ or Assistant Aquatics Manager such as cleaning bathrooms and pool and pool deck
- Become familiar with and adhere to all health and safety guidelines

-Marina-

- Perform orientations for boaters and communicate and enforce safe boating practices (including the wearing of PFD's by all boaters) to ensure the safety of all people at the waterfront.
- Respond as trained and instructed to waterfront emergencies as necessary
- Maintain neat and clean appearance of Marina by picking up litter, and properly caring for, handling and storing marina equipment and supplies
- Be aware of and adhere to all safety guidelines and practices

-Craft Shop-

- Assist when necessary in the creation of crafts or craft instruction
- Assist guest in selection an age/ability-appropriate craft and offering assistant throughout projects as needed
- Handle monetary transactions from craft purchases
- Keep work area clean and neat
- Develop friendly and courteous rapport with all Craft Shop patrons

Essential skills and experience:

- Ability to perform under stress and emergency situations
- Strong interpersonal skills
- Excellent verbal communication skills
- Excellent judgment and decision-making abilities

Reporting to this position: None

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, see, talk or hear. The employee must be able to lift and/or move up to 50 pounds.

■ *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 to moderate

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: _____

Created: 2-16-21

Revised: 3-4-21