



Job title: Activities Specialist

FLSA Status: Non-Exempt

Department: Program Ministries

Reports to: Activities Manager and Activities Program 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: Lead and facilitate various recreational activities offered at Sandy Cove for the recreational enjoyment of Sandy Cove's guests.

General Purpose: To facilitate activities for guests in such a way that keeps them safe and helps their time at Sandy Cove be fun, memorable and helps them to better connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Knowledge of rules for playing ping pong, billiards, volleyball, golf, basketball, soccer, etc.
- Outdoor/athletically oriented
- Proven ability to work effectively in team environment
- Certification to belay or ability to be successfully trained

Essential Functions/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.
- 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.
- Prepare and lead family team building/experiential learning experiences by preparing supplies or game equipment, organizing groups, explaining procedures and encouraging equal team participation and fun.
- Respond as trained and instructed to emergencies as necessary
- 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).
- Perform all related necessary duties as assigned by the Activities Manager

Essential skills and experience:

- Strong interpersonal skills
- Excellent verbal communication skills
- Excellent judgment and decision making abilities

- Ability to be patient and flexible
- Ability to work effectively in stressful situations

Reporting to this position: None

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, 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: 8/1/11
Revised: 12-8-15