



**Job title: Activities Specialist at The Marsh**

**Reports to: Director and Activities Director of The Marsh**

**The mission of Sandy Cove Ministries is to help people (kids) 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:** The Activities Specialist is responsible for helping to implement the delivery of an activities program that is safe, fun, and appropriate to the campers' age and abilities. Skill-based programs as well as creative, theme based fun programs will be designed to provide opportunities for the group so that each camper experiences success while at camp.

**Position Purpose:** Activities, creative adventures, recreational sports and unique games are used in The Marsh experience to help campers learn skills, have fun and grow in their relationship with Christ.

**Role Qualifications:**

- Have a personal relationship with Jesus Christ that is portrayed in your personal and public life.
- Love kids.
- Demonstrated experience working with children.
- Ability to teach and lead various recreational activities.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience and self-control.
- Willingness to work hard and serve in difficult situations.
- Must have Red Cross First Aid/CPR certification (*class will be offered free during training week*)
- Certified Lifeguard or ability to pass course if necessary.
- Certified Archery Instructor or ability to pass course if necessary.
- Certified Canoeing Instructor or ability to pass course if necessary.
- Pass required background checks.
- At least 18 years of age.

**Essential Job Functions/Position Responsibilities:**

- Lead program areas such as archery, canoeing and swimming.
- Plan, organize and facilitate a variety of small and large group activities daily.
- Clearly and enthusiastically communicate to staff and campers the skills, safety requirements and guidelines needed in all planned program areas and activities.
- Conduct a daily check of activity areas and equipment for safety, cleanliness and good repair.
- Facilitate weekly swim tests for campers and maintain swim level lists.
- Identify and respond to camper behavior issues.
- Encourage respect for personal property, camp equipment and facilities.
- Know, enforce, and follow all safety guidelines associated with the camp and all activity areas.
- Know and understand all emergency procedures associated with The Marsh and Sandy Cove Ministries.
- Set a good example for campers in all you do at camp, including cleanliness, punctuality, clean-up chores, rules, and sportsmanship.

- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Prepare for and actively participate in pre-camp training and weekly meetings.
- Meet/communicate regularly with the Activities Director regarding concerns, updates, challenges.
- Work cooperatively to resolve issues with other staff, campers, programs, and facilities both at The Marsh and Sandy Cove Ministries.
- Serve as a counselor with a camper group when directed.
- Perform all related necessary duties as requested by The Marsh Director or Activities Director.

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

- Understanding of the development needs of youth.
- Ability to relate to youth, peers and adults in a positive manner.
- Demonstrated knowledge, skill and certification where required in camp program areas.
- Ability to communicate clearly and with energy, working with groups of various ages and skill levels and provide necessary instruction and supervision.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

**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.*

- Requires normal range of hearing and eyesight to respond to environmental and other hazards, as well as record, prepare, and communicate appropriate camper activities/programs.
- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, archery, swimming, team building initiatives, building campfires, physical games, and activities.
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds) and physically be able to respond appropriately to situations requiring first aid. Must also be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities. Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

**I have read and understand this explanation and job description.**

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