

ADVENTURE DIRECTOR – JOB DESCRIPTION

The Adventure Director (ACD) is responsible for developing, facilitating, and overseeing Camp Tekoa's Adventure Camp (TKA) programs including the supervision, guidance, and direction of Adventure Resources staff and rotating Family Group Leaders (FGLs). The Adventure Director is responsible for the overall success of the Tekoa Adventure Camps. The Adventure Director reports to the Assistant Director and Executive Director

Responsibilities

1. Attend trainings and weekly staff meetings.
2. Serve on the Summer Planning Team (SPT).
3. Develop and direct programs for Tekoa's adventure camps.
4. Manage all Adventure Camp logistics.
5. Supervise and direct all staff and volunteers assigned to work with the adventure camp program to lead group activities and other AC staff duties.
6. Track and assign AC staff to weekly roles and co-buddy assignments.
7. Work with Cookouts Specialist and Food Service Manager on offsite meal logistics and quality/quantity assurance.
8. Support Adventure Resources with food storage, meal planning, and meal prep.
9. Work with Media Specialist(s) to procure footage for Adventure Camps celebration and marketing.
10. Manage the transportation calendar.
11. Work with Assistant Director on vendor relations.
12. Prepare and facilitate a brief Sunday afternoon meeting for the Adventure Resources and rotating FGLs with content for the week ahead.
13. Manage budget.
14. Ensure good care and maintenance of all Adventure Camps program equipment and gear.
15. Administrative duties.
16. Assist with Sunday resident camp check-in and Saturday/Friday check-out.
17. Maintain weekly AC camp records.
18. Staff, camper and parent relations.
19. Practice and enforce all camp safety regulations and emergency procedures.
20. Abide by all camp policies and covenant agreement.
21. Responsible for health and well-being of self and campers.
22. Perform all other duties and roles assigned by the Director or Assistant Director.

Specific Duties

1. Attend trainings and weekly staff meetings.
 - a. ACD must attend the two week senior staff training.
 - b. It takes multiple staff and resources to train the seasonal summer staff. The ACD is one of those resources. The ACD is to work in conjunction with the Executive Director & Assistant Director to effectively guide Tekoa's Senior Staff training.
 - c. Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The ACD must be present and on time.
 - d. The ACD is required to attend all in-service trainings that pertain to the ACD summer role.
2. Help lead Adventure Camps training.
 - a. Along with Assistant Director and Executive Director, the ACD leads a specific training for Adventure Resources that includes technical skills and cultural philosophy.
 - b. Train on equipment use and care.
 - c. Train on gear storage.
 - d. Train on schedules and procedures.
 - e. Train on Christ-centered adventure camp programming philosophy.
 - f. Train on trail side manner and camping conduct.
 - g. Train on facilitator ethics.
 - h. Train on adventure activities.
 - i. Train on site specific details: Pisgah Forest, DuPont Forest, Lake Jocassee at Devil's Fork State Park, Blue Ridge Parkway, Worley's Cave, Green River, Tuckasegee River, etc.
 - j. Train on safety and emergency operating procedures.
3. Serve on Summer Planning Team (SPT)
 - a. Join in weekly planning meetings and give feedback into staff roles and camp needs

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- b. Be an example, mentor, and role model for the summer staff.
- c. Be available to support and answer questions.
4. Develop and direct programs for Tekoa's adventure camps.
 - a. Provide leadership to the Adventure Camps
 - b. Be responsible for the overall success of the Adventure Camps both as individual camps and as the whole of the Adventure Camps.
 - c. The ACD is in charge of all staff and programs related to adventure camps.
 - d. Build a team atmosphere among the Adventure Resources.
 - e. Mentor, support, and advise Adventure Camp staff.
 - f. Be available to listen, assist, and answer questions.
 - g. Be a culture builder. Along with the Assistant Director and Executive Director, develop a subset adventure culture within Tekoa's summer camp. Develop the Thrushwood site to be an awesome adventure hub. Develop a culture that adventure enthusiasts will immediately love and be drawn towards as well as a culture that novice and first time adventurers feel welcomed and encouraged to try new exciting things. Develop a Christ-centered culture that resembles the small family group of Jesus and his disciples camping out in God's creation, living an adventurous life together.
 - h. The ACD partners with SPT members to create the weekly AC schedule.
 - i. When needed the ACD works with the SPT, Assistant Director, and Executive Director to assign Adventure Resources to adventure camps.
 - j. Develops program ideas.
 - k. Adventure camp schedules must be turned-in to the SPT on Tuesday prior to each week, so that the Logistics Coordinator can pre-schedule staff, and activity locations.
 - l. Coordinate the flow and transitions of AC family groups from one activity to another.
 - m. Coordinate changes in the schedules as they occur during the week.
 - n. Prepare and coordinate alternate activities in the event of inclement weather or scheduling overlap, including rainy day locations.
 - o. Communicate with all leadership staff of schedule or logistical changes throughout the week. This includes SPT, Assistant Director, kitchen manager, waterfront director, ropes-team director, A&C Specialist, store manager, Media Specialist, etc....
5. Manage all Adventure Camp logistics.
 - a. Understand, help write, work with, and teach to others the following: transportation calendar, staff weekly assignment lists, kitchen count sheet (staff and camper count), staff lists, allergy report, pre-schedule sheet, master schedule, and summer schedule.
 - b. Have an in depth understanding of the transition points of groups that share gear, Adventure Resources, food, vehicles, etc. and be able to communicate those transition logistics to members of the team (Adventure Resources, FGLs, drivers, etc.).
6. Supervise and direct all staff and volunteers assigned to work with the adventure camps program to lead group activities and other AC staff duties.
 - a. The ACD is to observe all AC staff and volunteers by monitoring their leadership, communication and service, providing feedback that allows them to improve in these areas.
 - b. Assist the Executive Director and Assistant Director in mentoring the staff.
 - c. Make yourself available for staff feedback and concerns.
 - d. Lead by example.
7. Track and assign AC staff to weekly roles and co-buddy assignments.
 - a. Consult with the Administrative Assistant prior to each week of camp, to identify camper special needs and requests.
 - b. Track and assign weekly staff roles and co-buddies based on staff age, previous assignments, ability, and staff evaluations. Consult with SPT.
8. Work with Cookouts Specialist and Food Service Manager on offsite meal logistics and quality/quantity assurance.
 - a. Work as a team with the Cookouts Specialist and Food Service Manager
 - b. Use the transportation calendar, staff lists, kitchen count sheet (staff and camper count), allergy report, pre-schedule sheet, master schedule, and summer schedule to ensure that right amount of the right type of food & water gets on the right vehicle with the right group going to the right place.
 - c. Teach Adventure Resources and rotating AC FGLs proper food clean up procedures. Follow up after clean times to clean up anything not fully cleaned.
9. Support Adventure Resources with food storage, meal planning, and meal prep.

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- a. Work with Cookouts Resource and Food Service Manager
 - b. Work with Backpacking Resource, Water Adventure Resource, Fishing Campout Resource, etc. on offsite meals.
10. Work with Media Specialist(s) to procure footage for Adventure Camps celebration and marketing.
- a. Train Adventure Resources on use of camp cameras and strategies for capturing excellent footage.
 - b. Ensure footage is given to Media Specialist(s) not later than Thursday dinner time.
 - c. Float between adventure groups to take footage (photos and videos).
 - d. Work with Media Specialist to compile quality footage for use in weekly slideshow/video and in marketing materials.
11. Manage the transportation calendar.
- a. Be the point person for understanding and answering questions about the transportation calendar.
 - b. Have a great working report with drivers. Communicate schedules to drivers in advance, including any changes that may arise like bus switches, group switches, time switches, destination switches, day switches, etc.
 - c. Keep switches and changes to the transportation calendar at a minimum.
 - d. Ensure each bus leaving for the day has all they need including, ice cream money, meals, water cooler(s), waivers, gear, trailer, equipment, etc.
12. Work with Assistant Director on vendor relations.
- a. Ensure updated participant numbers are given to vendors by Monday mid-day.
 - b. Be in communication about inclement weather and potential alternate plans.
13. Prepare and facilitate a brief Sunday afternoon meeting for the Adventure Resources and rotating FGLs with content for the week ahead.
- a. Prepare all forms and paperwork needed for the AC staff meeting prior to the start of the meeting.
 - b. Provide an orientation for rotating AC FGLs, to prepare them for working with the Adventure Camps.
 - c. Provide AC staff copies of weekly schedules, camper lists, and health forms.
14. Manage budget.
- a. Consult with the Assistant Director or Maintenance Director on any equipment orders, needs, or repairs.
 - b. Maintain an inventory list, as to know what needs to be ordered throughout the summer. Work in tandem with Adventure Resources on inventories.
 - c. Make program gear purchases with Adventure Resources' input.
 - d. Support Adventure Resources with supply purchases.
15. Ensure good care and maintenance of all Adventure Camps program equipment and gear.
- a. Maintain and clean the program spaces including the program side of the program and maintenance building, A-Base shelters, Thrushwood basement, the entire Thrushwood zone, etc.
 - b. Maintain and clean the program equipment including canoes, SUPs, paddles, pfd's, air pumps, equipment accessories, mountain bikes, caving gear, bike tools, backpacking packs, camp stoves, camp stove fuel, sleeping pads, tents, fishing poles, other camping gear, bear canisters, etc.
16. Administrative duties.
- a. Direct all cleaning duties assigned to AC staff.
 - b. Saturday morning AC staff clean-up includes: deep cleaning and disinfecting all AC program areas.
17. Assist with Sunday resident camp check-in and Saturday/Friday check-out.
- a. The ACD is to assist the Administrative Assistant, Director, and Assistant Director with camper check-in responsibilities.
18. Maintain weekly AC camp records.
- a. In partnership with Logistics Coordinator and SPT, the ACD is to file all master scheduling sheets, camper assignments, staff assignment sheets, special needs forms.
19. Staff, camper and parent relations.
- a. Assist camper parents/guardians with the early check-out process. Remember to return store money, group photo, and medication.
 - b. Assist FGLs with homesick campers.
 - c. Assist the Director and Assistant Director with communicating to parents of homesick, sick, or injured campers.
 - d. Work with Executive Director, Assistant Director, and Administrative Assistant on necessary communication with campers' parents.

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- i. The ACD is to communicate with parents only at the discretion of the Executive Director and/or Assistant Director. Field their questions and inform them of how their child is doing. Utilize the Adventure Resources and AC FGLs to assist with this.
20. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
 - b. Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
21. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
22. Responsible for health and well-being of self and campers.
 - a. The ACD is responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications. The ACD is also responsible for communicating with the Director or Assistant Director when they need breaks.
 - b. Help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
23. Perform all other duties and roles assigned by the Director or Assistant Director.
 - a. Because this role is an Administrative role, things come up. Be flexible!