

# JOB DESCRIPTION

## Challenge Course Coordinator

**Classification:** Part-Time Year-Round

**Reports to:** Program Director (Programing) & Assistant Director (Facilities)

**Minimal Qualifications:**

- Active Christian faith
- At least one year of college completed
- Ability and will to perform in potentially strenuous physical activities (hiking, camp-outs, etc.)
- Comfort with building Christian community by leading, teaching and equipping others
- Ability to work well with and supervise others
- Attention to detail
- One year of experience as a facilitator on Glisson challenge course
- Availability and will to serve a 12 month staff agreement starting in May

**General and Specific Responsibilities:**

- Pre- camp training
  - Participate in and show competence in necessary skills taught in facilitator training offered by a certified Professional Vendor Member by the Association for Challenge Course Technology
  - Collaborate with Program Team to understand Glisson challenge course philosophy
- Collaborate with Program Director and Program Team to coordinate staff training
  - Fill out skills verification forms for all CC staff
  - Teach belaying technique, braking, resting position, lowering from height, awareness of climber, belay commands, etc.
  - Teach Zip Line catching
  - Teach proper care of equipment (ropes, hardware, harnesses, helmets, etc.)
  - Teach safety
  - Teach LOPs (local operating procedures)
  - Teach challenge-transformation philosophy
  - Teach element specifics
  - Ensure proper procedures and practices are used by all challenge course staff and participants
- Daily Responsibilities
  - Facilitate on the challenge course
  - Fill out incident reports as needed (accidents, injuries, etc.)
  - Coordinate with Co-Village Director to have appropriate number of challenge course staff (Level-1, 2 & 3)
  - Log hours of use for belay ropes (Alpine Tower, High Elements, and Climbing Tree) and belay lanyards (Giant Swing and Zip Line) and auto belay devices (Climbing Wall)
- Maintain Challenge Course Facilities and Equipment
  - Perform routine inspections of Alpine Tower, High Elements, Climbing Wall, Zip-Line, Giant Swing, Climbing Tree and Low Elements on a regular basis
  - Perform any necessary repairs
  - Submit maintenance forms for any necessary repairs when all individual efforts have been exhausted
  - Log and keep maintenance records for all inspections
  - Wash belay ropes as needed

- Post-camp responsibilities
  - In the beginning of the Fall, lead a first-time Challenge Course training & a refresher training
  - To be determined and described by Program Director and Assistant Director in contract
- Help lead worship (this item is in all job descriptions)
  - Seek out music (e.g. guitar, voice, etc.) and/or non-music (e.g. drama, scripture, etc.) worship leading opportunities
  - Collaborate with Worship Coordinator to organize worship leading efforts (people, equipment, facilities, etc.)
  - Guide living groups in chapel planning; facilitate an environment in which campers participate in worship leading
- Active Summer Leadership Team member
  - Affirm and support the ministry at Glisson Camp & Retreat Center
  - Ultimately be in a supportive role to the counselor to campers ministry
  - Attend the Support Leadership Team retreat
  - Attend and help lead Pre-Camp weekend
  - Prepare for camp during the Spring through on site meetings and online/phone discussions
  - Help to prepare and lead summer staff training
  - Help to assure adherence to camp policies and procedures
  - Attend and contribute to Support Leadership Team meetings
  - Be available to assist counselors at any time
  - Make announcements at meal times
  - Perform night watch duties
  - Attend and contribute to the Post Camp weekend
  - Complete Challenge Course facilitator training and facilitate the course as needed
  - Complete archery facilitator training
  - Complete Low Elements training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.