

# JOB DESCRIPTION

## Outpost Co-Director

**Classification:** Seasonal

**Reports to:** Assistant Director

### Minimal Qualifications:

- Active Christian faith
- At least one summer on staff and some Glisson Outpost experience
- Comfortable with teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff.
- Desire to be outdoors for extended period of time and instill that admiration in youth
- Ability to learn, perform, and teach certain outdoor skills and activities (ie. fire building, tent set up, rock climbing, kayaking, etc)
- Willingness to support the theological doctrine and practices of the United Methodist Church

### General and Specific Responsibilities:

- Outpost Philosophy
  - Encourage and practice small group camping as detailed in Outpost staff training
  - Ensure adherence to the Outpost Skills Progression
- Supervise and support outpost counselors
  - Provide physical, spiritual, and emotional support for outpost counselors in their efforts to take care of campers.
  - Train counselors to successfully lead trips
- Trips, Gear, and supplies
  - Inventory, organize, and manage all gear
  - Fill out appropriate log-reports on gear used during the week in a timely manner (Acc/Inc reports, rope logs, fridge, etc)
  - Go over trip checklists with counselors
  - Check in with trips and make food drops as needed
  - Contact outside contracted individuals to confirm dates and schedules and discuss any issues before trips head out (ie. Horse barn director, caving guide, etc.)
  - Weekly inventory of food
  - Inventory craft supplies at end of every session
- Manage outpost
  - Hold self and counselors accountable for schedule
  - Coordinate menus, food needs, and store operations with CPO/Store Coordinator and counselors
  - Coordinate Outpost driving and transportation schedule with the Summer Leadership Team
  - Transport campers when needed
  - Assign and check off cleaning assignments
  - Keep facilities in working order
  - Keep food and gear room neat and organized
  - Manage correct handling and record keeping of camper and counselor meds and food allergies
  - Pick up and sort Outpost mail
  - Coordinate group lead chapels and worship times with groups and TIRs
  - Plan/guide communion
  - Coordinate and capture photo/video for Outpost and submit to Media Team as directed

- Active member of the Summer Leadership Team
  - Pre-Summer Training
    - Required planning, preparation, and communication with Program Team and SLT prior to summer, such as, scheduled planning/training (Wilderness First Aid, Lifeguard, etc.), and one weekend a month beginning in January. Pre-summer and staff training will involve very intensive training in order to prepare directors to train staff.
    - Help to plan and lead Pre-Camp training weekend and annual staff training
    - Complete Challenge Course facilitator training
    - Complete archery facilitator training
  - During Summer
    - Support and serve Co-Director, staff, and counselors and maintain an atmosphere of spiritual growth, personal development, and safety
    - Collaborate with SLT to ensure that all program schedules can successfully coexist
    - Help to assure adherence to camp policies and procedures
    - Assist program director with staff evaluations throughout the summer.
    - Serve at Challenge course as needed
    - Participate and assist in planning worship, in some capacity, throughout the summer

This is not an exhaustive list of responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.