



Missionary Society of Connecticut  
Silver Lake Conference Center

## Job Description

### Adventure Team Coordinator

Reports to: Assistant Director

#### General Description of Duties:

Supervise team of Adventure Team staff to provide age appropriate on-site Challenge/Adventure programs that enhance the Conference experience for Conferees, Volunteers, and Staff.

#### Principle Duties:

- Supervision and training of team
- Maintain area in safe and usable condition
- Leadership of Challenge activities
- Planning
- Provide programming support for games and night activities
- Other duties as assigned.

#### Minimum Qualifications:

- Age 20 or older
- Experience and knowledge in Challenge activities
- Ability to work with children outdoors
- Working knowledge of Health and Safety Laws and practices
- Physically fit, possessing ability to work longer hours on your feet and strength to lift 50 pounds.
- Ability to organize assigned areas and keep them clean and safe
- Ability to assess individual skills and adapt program as needed
- Ability to assess group process and adapt program as needed

#### The successful candidate will be able to:

- Meet a variety of Conference schedules and goals.
- Regularly communicate with Deans, and attend the weekly 3PM Saturday Dean's meeting.
- Attend daily Coordinators Meetings and weekly Community Life Team meetings.
- Create programs that enhance the ministry of Silver Lake Conference Center.
- Plan programs that are appropriate for the average skills of each age group, but that are challenging and provide opportunities for learning and success.

- Plan day and evening programs.
- Give clear written and verbal directions.
- Provide regular feedback to team members and meet individually for two scheduled performance evaluations.
- Direct and work with Adventure Team and/or other staff in support of camp-wide needs such as cleaning, food preparation, and maintenance.
- Be an engaged member of the coordinating team by supporting one another, holding each other accountable and serving as a positive example for younger staff.
- Work with the other Coordinators and Assistant Director to supervise and hold all staff accountable to: live by the Silver Lake Rules including but not limited to - no alcohol, illegal drugs, weapons, or pets on Site (including in vehicles); refraining from engaging in sexual interaction at Silver Lake; living by the Staff Guidebook and the Staff Covenant; attending worship, staff meetings, etc.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live and work in, and encourage a Christian community

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.