



Silver Lake Conference Center

Job Description

A-Team Coordinator

Reports to: Program Director

Position Purpose:

Oversee safe operation of the Silver Lake Adventure Program (field games, low ropes, high ropes). Train staff on safe operating procedures and effective facilitation techniques. Work with Program Director and volunteer Deans to create Adventure programming that enhances the experience and supports the growth of our conferees (campers).

Principal Duties:

- Oversee safe operation of the Adventure Program
 - Become familiar with Local Operating Procedure manuals
 - Train staff in safe operation of all program areas
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Perform regular inspection of all equipment and keep updated logs
 - Regularly evaluate program space and address or report any issues found, with a focus on safety and cleanliness
- Supervise Adventure Team staff
 - Plan and implement regular training with all staff members
 - Assess staff skills and create plans for improvement
 - Schedule staff as needed to meet required program ratios
 - Perform and document a mid-summer evaluation and an end-of-summer evaluation with each team member
 - Serve as a role model and mentor to team, other staff, and campers
- Create Adventure programming that enhances camper experience
 - With Program Director, design sessions that will support each conference's goals
 - Train staff in effective facilitation techniques
 - Schedule Adventure sessions for each conference
 - Nurture a culture of challenge by choice
 - Celebrate participant successes
 - Focus on helpful language and care for other participants in the group
- Serve as a member of the Coordinator Team
 - Represent A-Team needs and concerns at daily Coordinator Meeting
 - Monitor and contribute to well-being of the staff community as a member of the Community Life Team

- Support other Coordinators in their work
- Report any staff or program concerns to Program Director

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Coordinator will work closely with the Program Director (or Executive Director) to ensure the smooth and safe operation of facilities and effective program delivery. The Coordinator will also work with the Program Director (or Executive Director) to create a healthy staff community and to support the summer camp program. The Coordinator will work with the Program Staff Co- Coordinators to schedule programming and ensure Adventure sessions meet conference curriculum goals.

Equipment Used:

- Field games props
- Low Ropes elements
- High Ropes belay equipment, including but not limited to carabiners, ropes, belay devices, harnesses, helmets, rescue equipment, maintenance equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- Age 20 or older
- Minimum 80 hours working as a basic facilitator on a high ropes course
- Superior working knowledge of all gear used on a ropes course
- Training or certification equivalent to ACCT Level II
- Minimum of 4 weeks of management in a supervisory capacity in a similar program in the last 3 years
- First Aid/CPR/AED certification, or ability to obtain such
- Valid US Driver's License
- Satisfactory driving record
- Must submit health history record and examination form prior to first day of work

- Satisfactory background check
- Supervisory experience

Knowledge, Skills, and Abilities:

- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Demonstrated proficiency on Silver Lake's facilitator skills assessment grid
- Ability to create a schedule and program appropriate to a group's age, skill level, and program goals
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Ability to execute rescues and gear retrievals and teach procedures to staff
- Ability to review and interpret medical forms
- Ability to coach staff in facilitation techniques and gear usage
- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Working knowledge of State statues and ACA standards pertaining to ropes course operation
- Superior communication skills
- Ability to prioritize projects and assign to appropriate staff members
- Ability to evaluate the work of others in a constructive and growthful way
- Flexibility and ability to adapt to changing situations quickly
- Be an engaged member of the coordinating team by supporting one another and holding one's self and each other accountable
- 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 Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to work outside in variable weather conditions
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: Salary begins at \$3,050 and is based on experience.