



JOB DESCRIPTION Assistant Program Director (Adventure Programs & Activities)

Job Summary

The Assistant Program Director of Adventure Programs & Facilities is a key member of the Program Team. This position provides direction, oversight, and leadership for our Adventure Program, including the training and development of activity staff and program activity areas. Leading in the behind-the-scenes planning, up-front leadership and coordination of all adventure and other assigned activities at Trout Lake Camps.

This is a full-time ministry position, in which our heart, commitment, and attitude of reflecting Jesus should be evident to staff and guests. Safe, Fun, Gospel is the foundation of the Trout experience.

The Assistant Program Director is directly responsible to the Associate Camp Director.

Year Round

While this position is directly responsible to the Associate Director, there are times when the Camp Director or Program Director may provide direction. To be successful, this position must coordinate their efforts with the following key positions: Assistant Program Directors, Recruiter, & Office Manager.

- Make necessary decisions working within established policy and industry standards
- Maintain accurate financial reports while making necessary purchasing and budgeting decisions
- Record keeping & maintenance schedule of all adventure-related activities including scheduling annual inspection of all ACCT related activities.
- Train Trout staff to facilitate adventure-related activities properly and safely at Trout. Anticipate future needs to maximize activity usage
- Complete all adventure-based reporting

Summer

- Recruit, interview, hire, and train all adventure area staff
- Develop the weekly adventure staffing schedule
- Complete the on-going repairs, maintenance of adventure activity areas
- Lead daily meetings with adventure staff providing role clarity, encouragement, on-going training and spiritual growth moments (leading prayer and daily devotionals)
- Schedule equipment repairs, order equipment and supplies as needed within budgetary parameters.

Tri-Season

- Set up and take down, clean, inventory and organize event areas between seasons
- Clean, Organize, & Reset of assigned program activity areas prior to and after guest groups
- Follows established HR practices at the direction of the Office Manager
- Assist in recruiting weekend staff for camp retreats & events
- Assist in the summer staff hiring process including conducting interviews, filing applications, check references, at the direction of Director of Programming
- Run program specific events for retreat and guest groups as assigned.
- Prepare camp for summer campers at the direction of the Program Director.
- Coordinate with other departments about adventure program specific needs well in advance (Guest Services Director)
- Attends Programmer's Advance Networking opportunities.
- Attends CCCA Sectionals opportunities.

Other Job Duties

- Responsible for checking and responding to voicemails and email inbox on a regular basis
- Financial reporting – completes chase reports, collecting and organizing receipts for camp purchases
- Identify and resolve complex problems with staff, guests, and vendors as needed.
- Maintains positive relationships with guests, staff, and campers
- Work weekends and other irregular hours when deemed necessary
- Attend all assigned meetings
- Perform other duties as assigned.

Qualifications and Requirements

- ACCT Course Manager Certification or the ability to acquire and maintain certification
- Bachelor's Degree OR a minimum of 2 years of full-time experience in camping, recreation, youth ministry or related field.
- A flexible individual with experience in multi-tasking, creative thinking, problem solving, and teamwork
- Proven public speaking and communication skills
- Highly organized. Meets assigned deadlines, communicate effectively with other camp staff
- Ability to use word processing, spreadsheets, and email client in a Mac environment
- Research and evaluate current trends within adventure programs within Christian camping
- Self-starter, able to lead and follow direction
- Enthusiastic and demonstrate concern for organizational excellence.
- A criminal history and background check is required and must be completed prior to employment.
- An abuse awareness training course (Ministry Safe) must be successfully completed prior to employment.

Preferred Qualifications:

- Class B- Commercial Drivers' License with Passenger Endorsement.
- Previous experience in Christian camping or a ministry setting.

Other Information

The employee will positively represent Trout Lake Camp in all conversations on the job and off, to both guests and other employees alike. This document reflects the general details necessary to describe the principal functions of this job, the level of expertise, skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. A criminal history and background check is required and must be successfully completed prior to employment.