

## JOB DESCRIPTION:

### **Trips Guide**

Nonexempt (Seasonal)

Reports to: Executive Director



## OUR MISSION

**Covenant Point Bible Camp exists to present campers with the claims of Jesus Christ and encourages them in their next step of faith.**

## OUR CORE VALUES

### **Stillness and Silliness**

It's through play that we are re-created, and that we become more child-like again- more fit to enter the Kingdom of God, more humbly ready to grow, more open to relationships, and more authentically ready to be present and still before God. We talk about, practice, and teach the disciplines of stillness, prayer, and reflection- recognizing that we provide rare opportunities for our guests to listen for God's voice.

### **Deep Discipleship**

We seek to serve the particular churches of the Central Conference, as well as the broader Church, always finding ways to challenge campers to discover their unique next step of faith, to connect with their God-given call, and to think deeply about and respond with action to the hurts in our world. We seek to embody and teach a faith that encompasses head, heart, and hands.

### **Wilderness & Adventure**

Imagination, child-like faith, and deep wisdom are all often ignited by time spent in wild places; we value our unique section of God's creation and consider it a privilege to bring others further into it to discover more of themselves and God.

### **Space to Lead**

We see ourselves as a place of leadership development through doing, trying, succeeding, and sometimes failing within the bounds of a safe and supportive community; the wonderful strength of Covenant Point is rooted in the unique individuals who contribute to every element of its program in a bottom-up manner.

### **Excellent Care**

Intimate knowledge of the place and people of Covenant Point affords the opportunity for long-term and wise nurturing; we strive to steward with excellence everything that God has given us- both human and non-human resources with frugal ingenuity and love. We seek to care for our campers by providing safe spaces to take risks, to explore creation, to know and be known. We consider serving to be a Christ-like, dignified, and important act, regardless of the task- from cleaning toilets to leading a devotion.

## Minimum Qualifications

- 21 years of age
- Current certification in Lifeguard Training / CPR / Wilderness First Aid or equivalent certification
- Strong background in personal outdoor travel skills
- Experience and maturity to help lead Jr. and Sr. High youth
- Evidence of spiritual and emotional maturity
- Good character, integrity, and adaptability

## General Responsibilities

- To further the mission of Covenant Point Bible Camp through the development and delivery of a trip program that is appropriate for the age and ability of the campers

## Specific Responsibilities

1. Implementation of spiritual goals through:
  - a. Daily camper devotional time
  - b. Individual time with each camper during the week to share Jesus Christ with them
2. Plan, organize, implement and evaluate all offsite camp trips.
3. Provide each camper with proper equipment.
4. Orient each camper regarding upcoming travel needs, equipment use, emergency procedures, and group health and safety.
5. Evaluate abilities of campers and staff related to proposed trip.
6. Assure campers are properly supervised at all times.
7. Plan a feasible trip route taking into consideration skills and goals of participants, camp goals, and style of trip experience.
8. Individually written evaluations of each camper by the beginning of time off.
9. Written follow-up to each camper within two weeks after camper leaves.
10. Maintain all trip equipment and provide a year inventory list of equipment with needed repairs of this inventory.
11. Ensure trip room is neat and orderly at all times.
12. Conduct a check of all equipment before and after each use for safety, cleanliness, and good repair.
13. Provide a detailed route itinerary with emergency care facilities outlined to be left at the main camp and notify local authorities of this itinerary.
14. Provide emergency training review and procedures for potential problems that might develop during the trips for your staff and on a general level for campers.
15. Obtain medical forms for all trips campers from the Health Officer prior to leaving for trip.
16. Confer with the Head Cook in meal planning and ordering of appropriate food for the trips.
17. Participate in general camp program as time allows.
18. Participation in staff orientation.
19. Knowledge, skills, and ability to understand the developmental needs of children and youth.
20. Ability to relate to youth and adults in a positive manner.
21. Meet with Executive Director at the end of season to provide an end of season evaluation.
22. Participate in spiritual life of the camp community; such as:
  - a. Participate in staff lead services for local churches (no more than two during the summer)
  - b. Join in staff worship times
23. Maintain a clean and safe environment in housing assignment. This will be reviewed weekly either by the Director or who he assigns. In addition, at the end of each week, help in general clean-up of the camp before beginning time off.

## Physical Aspects of the Job

1. Ability to communicate and work with groups participating (ages 7th grade thru 12<sup>th</sup> grade) and provide necessary instruction to campers and staff.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulation and emergency procedures, and apply fitting behavior-management techniques.
3. Visual and auditory ability to record, prepare and communicate appropriate camper activities, to identify and respond to environmental and other hazards related to the tripping program. .
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
5. Ability to lift up to approximately 50 pounds and occasionally lifting / moving of equipment weighing up to 90 pounds may be required.
6. Ability to perform job responsibilities during daylight and nighttime hours.
7. Physical ability to prepare for, participate in, and lead campers in wilderness activities involving tripping activities specific to this camp and position (such as endurance including walking, hiking, canoeing, bending, stooping, and stretching).
8. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities / programs.
9. Ability to operate with daily exposure to the sun, heat, rain, various animals and plants (environmental conditions unique to the trips).
10. Requires eye-hand coordination and manual dexterity to manipulate equipment (i.e. backpacks, stoves, canoes, canoe trailer, lifejackets, etc.)
11. Ability to endure prolonged standing, bending, stooping, and stretching.
12. Willingness to live in a camp setting and work irregular hours.