

Wanakee United Methodist Center

Job Description

Job Title: **Program Specialist**
Classification: *Seasonal*
Reports to: *Program Director*

Position Purpose:

To further the mission of the camp by offering high quality and safe programming in 3 principal areas: faith formation, ropes/adventure, waterfront.

Essential Job Functions:

1. Work with staff and volunteers to plan and implement Bible Discoveries and other activities related to faith formation.
 - ♦ Develop and lead programs, including incentives.
 - ♦ Plan and assist in leading worships and Morning Watch
2. Deliver a fun adventure challenge program to campers.
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers, including integration of Christian teachings.
 - ♦ Expand the camp's activities with new games and initiatives.
 - ♦ Develop new processing and debriefing tools.
3. Ensure that camp staff and campers know and follow safety and educational procedures in adventure challenge.
 - ♦ Assist in the implementation of staff training for adventure challenge activities.
 - ♦ Train other staff in their adventure challenge responsibilities including spotting.
 - ♦ Ensure campers and staff follow safety procedures for adventure challenge activities.
4. Supervise and guard waterfront activities
 - ♦ Provide surveillance during aquatic activities to help prevent and to manage injuries.
 - ♦ Provide rescues as needed.
 - ♦ Utilize first aid and CPR and other emergency management services as needed.
 - ♦ Understand and implement appropriate response to changes in water conditions or weather conditions affecting the waterfront.
 - ♦ Evaluate aquatics abilities of campers and staff.
5. Assist waterfront instructional staff in program areas such as swimming and boating
 - ♦ Ensure campers and staff follow safety procedures while in their program activity.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ♦ Other duties as assigned by Site Director, including helping in other areas of camp.

Qualifications:

- ♦ Background in Christian Education and Faith Formation
- ♦ Current certification in challenge course operation or documented experience and training (or ability to earn certification).
- ♦ Current certification in first aid and CPR.
- ♦ Current certification in lifeguard training or equivalent (or ability to earn certification).

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ 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.

Some physical requirements of this position could be endurance including climbing, standing, swimming, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.