



ADVENTURE PROGRAM COORDINATOR Staff Position

JOB DESCRIPTION:

Creative Themes Day Camp is searching for a qualified Adventure Program Coordinator to facilitate outdoor skills, team building, high and low rope elements, and adventure-based education programming during the summer months. Under the direction and guidance of the Outdoor/Adventure Program Manager, the Adventure Program Coordinator will lead activities and programs to a variety of age groups, facilitate low and high rope activities, and participate in a variety of outdoor camp activities.

ADVENTURE PROGRAM COORDINATOR RESPONSIBILITIES:

- Facilitate team building and adventure-based programming
- Facilitate high and low ropes course elements
- Assist in the planning of daily activities and preparation of materials (i.e., program set up)
- Serve as a leader, including interaction with individual participants and small groups
- Maintain a safe environment for all participants in the program
- Assist the Program Manager in maintaining records and preparing reports
- Maintains ropes course log information
- Area preparation/safety management
- Know the emergency procedures, rules, and regulations
- Assist in any area of Camp Programming when needed
- Attend all required meetings and training

LEADERSHIP COMPETENCIES:

- Collaborate effectively with people of diverse backgrounds, abilities, opinions, and perceptions.
- Embraces innovative approaches and discovers ideas to create a better member experience.
- Accepts and demonstrates the Creative Themes values

QUALIFICATIONS:

- Must be at least 18 years old
- The individual must have an interest, knowledge, and skills in outdoor education, environmental education, nature, and/or outdoor living skills.
- Candidates should have experience in coaching or group dynamics
- Candidates must have the ability to teach and motivate participants of every age
- and an interest and knowledge in curriculum writing and development
- Individuals must possess values consistent with the philosophy of the CT
- *Must be able to obtain at the minimum, a Level 1 USA archery certification (provided by Creative Themes)*

PHYSICAL REQUIREMENTS:

- Ability to always supervise children by sight and sound
- Ability to move quickly to react to safety issues in the setting
- Ability to remain calm, objective, and respectful in potentially stressful situations
- Ability to move around the buildings/field to assist children and supervise children with daily activities, social interaction, physical and emotional needs
- Ability to work in all elements (i.e., outside in all weather)